

# 20<sup>th</sup> Annual State Agency Recognition Awards

## Nomination form for the

### *Advocate of the Year Award*



#### Eligibility Criteria

Awarded to an advocate of Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE) for a department, agency, board, commission, office, etc. of the state of California. This nomination, along with data from the Consolidated Annual Report (CAR), will be used to determine the winners of this award. This nomination is not required to win this award; however, it supports other evaluation criteria used. Additionally, this nomination may be used to determine the winner of the Secretary's Special Achievement award.

#### Nominator's Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

#### Advocate Information

Name of Advocate: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

#### SB Participation Percent

FY 18-19: \_\_\_\_\_

FY 17-18: \_\_\_\_\_

FY 16-17: \_\_\_\_\_

#### DVBE Participation Percent

FY 18-19: \_\_\_\_\_

FY 17-18: \_\_\_\_\_

FY 16-17: \_\_\_\_\_

#### **BEFORE COMPLETING THE NOMINATION FORM, PLEASE READ THESE INSTRUCTIONS.**

Using the questions below, please complete the form fields in detail and be as descriptive as possible. Be sure to compare current fiscal year information, including numerical data, to prior fiscal year(s). A nomination that does not provide detailed information or that replicates a previous nomination will not be considered. **All questions are for fiscal year 2018-19.**

#### Justification for Nomination

How long has the advocate been in their current role?

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**Outreach Efforts**

How many outreach events did the advocate attend during the 2018-19 fiscal year? List any large/significant events.

How many DGS SB/DVBE advocate meetings did the advocate attend during the 2018-19 fiscal year?

How does the advocate support the SB/DVBE participation with department buyers? Some examples may include training, promoting suppliers, helping buyers find qualified suppliers, etc.

Does the advocate provide special training to the department's buyers and/or the SB/DVBE community? If so, explain.

How is the SB/DVBE community solicited? What marketing strategies are used to engage the SB/DVBE community?

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### **Performance Measurements**

How many new SB/DVBE suppliers has the advocate reached out to and how (e.g. telephone, email, phone, external marketing)?

How has the advocate helped increase the department's SB/DVBE participation?

Does this department/agency have a formal SB/DVBE First policy in place?

Yes

No

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### **Notable Improvements**

What significant impact has the advocate had overall to improve the department's SB/DVBE contracting practices?

Provide any innovative solutions the advocate has developed to streamline the contract process with suppliers using the SB/DVBE Option.

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After completing the nomination form, please save it as a PDF file with the following title: "2019 Advocate – Name of advocate" (e.g. 2019 Advocate – John Doe). Then email the form to [dgssara@dgs.ca.gov](mailto:dgssara@dgs.ca.gov).

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