

California Department of General Services (DGS)

Small Business Advisory Council (SBAC) Meeting Minutes

Date: December 4, 2019

Time: 1–3 p.m.

Location: Department of General Services, 707 3rd Street, West Sacramento, CA

Meeting Facilitator: Angela Shell

Recorder: Daniel Rosinsky-Larsson

The regular quarterly meeting of the DGS SBAC was called to order by Co-chair Angela Shell at 1:08 p.m.

The Co-chair Angela Shell and DGS employee Daniel Rosinsky-Larsson, taking minutes, were present. Attendance was taken; a quorum was present. The motion to approve the minutes from the previous meeting was presented and approved.

Daniel Rosinsky-Larsson presented an update on the action items from the previous meeting. Discussion on the updates was held by the council members. DGS will send a link to the report on complaints hosted on the DGS Certification page, and will provide information from the Purchasing Authority Unit (PAU) on what DGS is doing with regard to Commercially Useful Function (CUF) compliance concerns. William Osgood will provide an update at the next meeting on specific departments he has identified as having issues with the DVBE waiver process.

Isabel Guzman, Director of the Office of the Small Business Advocate of the Governor's Office of Business and Economic Development (GO-Biz), provided updates about her office's work and the GO-Biz entrepreneurship task force. She will share information before the next meeting about the task force's listening sessions.

DGS employee Ken DeVore provided updates on proposed legislation potentially affecting small business and DVBE contracting. Ken will share information with the council on which counties have opted to include small business and Disabled Veteran Business Enterprise (DVBE) participation goals in their procurement policies.

DGS employee Carol Bangs presented on upcoming and current contracts, including leveraged procurement agreements (LPAs). Council members agreed to have LPAs as a topic of discussion during the strategic goal meeting in March.

Matt King of MOCA Systems presented an overview of the company's work with the Joint Rules Committee of the California State Legislature and updates on the state Capitol building and state Capitol Annex, and the opportunities for small business and DVBE participation.

DGS employee Matt Zweier invited council members to attend the upcoming State Agency Recognition Awards (SARA) on January 29, 2020. Matt will send out an invitation to council members.

Philip Vermeulen reported on the work of the Processes Committee. The committee discussed how delegated purchases evolved to include the SB/DVBE Option acquisition method, and the proposed legislation of AB 1809, which would have raised the dollar limit for the option to \$500,000 -- but was not passed. The committee discussed the possibility of conflicts of interest arising from the ability of a buyer, under the SB/DVBE Option, to only contact two businesses. The committee will review State Contracting Manual (SCM) section 7.10 on conflicts of interest and SCM section 9.07 on ethics, and provide feedback on any areas of concern regarding the wording of these sections to the committee chair. The committee is interested in pursuing the streamlining of master service agreements as the CMAS process has been streamlined.

Jerry Bircher reported on the work of the CUF committee, which did not meet in the past three months. The committee is waiting for direction from DGS regarding its past proposals for further work. DGS is using the CUF form template developed by the committee to develop a form for use by all state departments. DGS will consult with the committee when a final draft of the universal CUF form is ready for review.

The Outreach and Education committee did not meet in the past three month; there were no updates provided.

Angela Shell will meet, as usual, with the chairs of each committee before the next meeting.

DGS employee Danetta Jackson presented the following new action items:

1. DGS will send out the web link statistics report on complaints to all SBAC members
2. The DGS PAU will provide information on what DGS is doing in regards to CUF compliance
3. William Osgood will provide an update on specific departments who have DVBE waiver issues at the March 2020 meeting
4. Isabel Guzman will share information about the GO-Biz task force listening sessions
5. Ken DeVore will share information on what counties have opted in to SB and DVBE participation goals
6. LPAs will be a topic of discussion during strategic goal meeting in March
7. The DGS Outreach Section will send out information inviting council members to the SARA in January
8. DGS will provide a recommendation to the CUF committee when ready with a final draft of the universal CUF form

Daniel Rosinsky-Larsson provided updates on activities and accomplishments by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) Outreach Section of interest to the council.

The meeting was opened for public comments; no public comments were received. Additional comments from council members resulted in the following added action items:

1. The 2020 calendar dates for the SBAC meetings will be sent to council members.
2. Statistics on procurements with certified microbusinesses and small businesses will be provided at the March meeting

A video produced by the DGS Office of Public Affairs in conjunction with the OSDS Outreach Section was shown.

The meeting adjourned at 2:58 p.m.