



California Department of General Services (DGS)

Small Business Advisory Council (SBAC) Meeting Minutes

Date: December 15, 2020

Time: 1 – 3 p.m.

Location: Zoom

Meeting Facilitator: Angela Shell

Recorder: Jolene Hulick

The regular quarterly meeting of the DGS SBAC was called to order by Co-chair Angela Shell at 1:05 p.m.

Co-Chair Angela Shell and DGS Business Outreach Liaison Jolene Hulick, taking minutes, were present. Attendance was taken; a quorum was present.

The council voted without objection to approve the meeting minutes from the past meeting. DGS Business Outreach Liaison Jolene Hulick reviewed the status of past action items; all have been completed except for the following:

1. The Committee SharePoint site:
This action item is currently being evaluated by DGS IT and an update will be forthcoming in the new year.

Angela Shell gave an update on DGS. Daniel Kim, DGS Director, will be leaving DGS and stepping down at the end of the Calendar year. Dan is moving on to a position with Yolo county. The OSDS team continues to work on certification extensions for the SB/DVBEs whose certifications were set to expire. DGS continues to work on the COVID response and make emergency purchases such as securing alternate care facilities, operational needs for local authorities, and emergency PPE needs, such as gloves for vaccine response. Lastly, DGS recently awarded a competitive RFP for N95 and Surgical masks. The statistics related to this competitive procurement are: 59 total vendors, 27 of which are small business, 2 DVBEs and 7 diverse firms which are minority or women owned.

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. On November 30th Governor Newsom and the California Legislature announced a package of small business relief package. This package is comprehensive and includes the \$500 million Grant Program, in addition a Tax relief was announced which was issued in an executive order to provide an additional 3 months relief on sales

tax if less than \$1 million is filed. Find out more information about this announcement and executive order [here](#). The funding was also increased for the California rebuilding fund. Find out more information on [CALoanfund.org](#). In addition, on December 1, 2020 the Main Street Small Business Tax Credit program went live. To find more information please visit [the Main Street Small Business Tax Credit program webpage](#). Lastly, the Governor's task force on business and jobs recovery issued a report that included one item that GO-Biz is working on. The Sourced Diverse, Source Local initiative is a program that is focused on growing diverse and local suppliers in California by leveraging onshoring and the need for local sourcing to put an emphasis on the local supply chains. GO-Biz is looking to roll out specific information on the Source Diverse, Source Local initiative in early 2021.

Carol Bangs, Chief of the Acquisitions Branch at DGS, presented on upcoming and current contracts and information on accessing the list of upcoming contracts from the DGS Procurement Division. Contracts in development: Roadway Signs, Herbicides, Tablets, IT Consulting Services, and a State Price Schedule for 25 Year and Retirement Awards. DGS has a new [Award Notifications](#) page on the DGS website. This webpage will post all awards as well as any retractions or cancellations and will be specific to DGS contracts.

Renee Alexander, Section Chief of Intake and Analysis Unit, and Alan Moreno, Policy, Training & Customer Service-eBISS, gave a brief overview of the new [DGS Procurement Dashboards](#). To find these Dashboards, visit www.dgs.ca.gov and type "Dashboards" in the search feature. There are currently 6 dashboards of procurement data, all for different audiences. Renee and Alan discussed the newest "UNSPSC Spend" dashboard and the "Department Spend" dashboard, which is primarily intended for use by business interested in contracting with the state.

Committee updates were given by committee chairs Shaila Rao Mistry and Phil Vermeulen.

Shaila Rao Mistry, Processes Committee, presented and gave updates on their six main areas of focus:

- Simplifying the Master Service Agreement and California Multiple Award Schedule process: No update
- Cal eProcure process: No update
- Competitive bidding: this area of focus has been met by met by the creation of the [Procurement Dashboards](#). The Processes Committee would like to see a 1- or 2-day call in event for SB/DVBEs to get one-on-one help navigating and learning the dashboards
- Navigating opportunities for small businesses: No update
- Payment terms and execution of terms: The committee received a presentation on Prompt Payment and now further understand the process. Next the Process

Committee would like to work on a process for gathering statistics such as how many days does it take for an SB/DVBE to be paid

- Reviewing the 80 percent rule: The committee would like to see a group from DGS to be dedicated to working on and reviewing the 80% rule

Phil Vermeulen, Commercially Useful Function (CUF) Committee, presented and gave updates on their four main areas of focus:

- Accessing fee from each of the contracts for third party enforcement: No update.
- Better education on CUF for new businesses: There is a new CUF brochure and training video that is being created by OSDS
- How to incorporate “under penalty of perjury” on contracts: There is “under penalty of perjury” in the bid package but the DGS Office of Legal Services has stated that it cannot be put on the Bidder’s Declaration form
- Push forward with heavier laws surrounding CUF, more penalties and/or fines when a violation is made: No update

Wayne Gross, OSDS Outreach Liaison, provided an update on the work of the Business Outreach unit:

- Araceli Mohseni has returned to the Business Outreach team
- The Business Outreach Team won the Western Regional Minority Supplier Development Council’s Opportunity Hero award for demonstrating exceptional engagement in providing opportunity and inclusion for diverse businesses and for ongoing support of WRMSDC
- From July 2020, the team has done 29 How to Do Business with the state webinars, 6 I’m Certified, Now What webinars, 7 Contracting with the state webinars, and 18 events where the team was either speaking, on a panel, or did matchmaking
- On October 12, 2020, the County of Orange became a Reciprocity partner. They honor both SB and DVBE certifications
- The DGS DVBE Waiver program has been revamped. Final approval will still go to Anda Draghici and Angel Shell, after being reviewed by OSDS and CalVet.
- Outreach attended the first phase kickoff meeting for the Richards Boulevard project with Hensel Phelps on 10/8 and presented to potential subcontractors for the project
- 21st State Agency Recognition Awards (SARA) will take place virtually this year. There are three categories: Agency of the Year Award, Advocate of the Year Award, and the Angel Carrera Leadership Award. Nominations are due by 5 p.m. on Friday, January 8, 2021
- Training materials continue to be updated on the DGS [How to do Business with the state of California](#) resources page

Anda Draghici, OSDS Branch Chief, introduced the new Certification Branch Manager, Nancy Huth. Nancy presented on the following certification updates:

- The Certification office is continuing to work on certification extensions for SB/DVBEs that will be expiring in the months September 2020 - May 2021
- From September 2020 – February 2021, 3,600 SB/DVBE certifications have been extended
- 2020 Certification numbers:
 - 18,000 Small Business Certifications (16,000 in 2019)
 - 1,900 DVBE Certifications (1,700 in 2019)

Certification is currently working on the 19-20 Consolidated Annual Report:

- There were several departments who have asked for extensions due to COVID-19 and emergency staffing issues
- Total spend for mandatory departments:
 - Approximately: \$11.8 billion
- The Certification Public Counter is still open, and staff are available to answer any questions by phone or email

Angela Shell presented awards to the following SBAC members for serving on the council for 10 years or more:

- **Lee Cunningham:** Lee has been a member of the SBAC for over 10 years. Lee has stepped up to serve as the co-chair of the SBAC and also represents Women Construction Owners & Executives. Lee serves on the Outreach and Education/Legislation committee and is a passionate advocate for women in construction.
- **Stephen Simpson:** Stephen is the president and CEO of San Joaquin Distributors, Inc. and has been since starting the company in 1985. He has served on the SBAC since 2009, representing the Coalition of Small and Disabled Veteran Businesses and currently sits on the Processes Committee.
- **Paul Guerrero:** Paul is a founding member of the council and has represented multiple organizations, including California Small Business Entrepreneurs, Inc. and currently LA RAZA Roundtable de California. Paul sits on the Outreach and Education/Legislation committees and brings over 35 years of experience advocating for small businesses.
- **Savita Farooqui:** Savita has been a member of the SBAC since 2008 and currently serves on the Outreach and Education/Legislation committee. Savita represents Symsoft Solutions, LLC, bringing her expertise and representation of business owners in the IT sector.
- **Don Stoneham:** Don has served on the council since 2009 and currently sits on the Processes Committee. During his years on the council Don has represented the Northern California Minority Supplier Development Council and Agape Enterprises, which he is the President of, bringing his advocacy for minority business to the council.

Wayne Gross, OSDS Outreach Liaison, reviewed the new action items created by the discussion at this meeting. They are:

1. CUF committee will set meeting with DGS CUF subject matter expert.
2. PD Outreach Team will share the new and improved CUF brochure as soon it is approved and finalized.

Carry forward action items from previous meetings:

1. The Committee SharePoint site:
This action item is currently being evaluated by DGS IT and an update will be forthcoming in the new year.

During the public comment period Lee Cunningham gave kudos to the DGS team on how they implement construction projects and stress the importance of using certified SB/DVBES. Maria Solano wanted to thank DGS for being a strong supporter of NLBWAIE in their programs they provide specifically in the certification area.

The next meeting is scheduled for March 10, 2020. A motion to adjourn was received and seconded; the council adjourned at 2:50 p.m.