



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: SB/DVBE Plan of Improvement Template & Best Practices Checklist

The Department of General Services, Procurement Division has revised the Small Business & Disabled Veteran Business Enterprise (SB/DVBE) Plan of Improvement template and has created a Best Practices Checklist. The purpose of these two documents is to assist state agencies, departments, boards and commissions that have not achieved the SB and/or DVBE participation goals; 25 percent and 3 percent respectively for the fiscal year, and to prepare a course of action to meet or exceed the SB/DVBE goals the next year.

The Plan of Improvement template addresses five critical areas:

1. Reportable and non-reportable contracts
 2. Reasons for not achieving the SB and/or DVBE goals
 3. Plan to improve contracting opportunities for SB/DVBEs
 4. Plan to improve contracting opportunities for SB/DVBEs
 5. Other comments/challenges
 6. Improvement summary
- [Access both documents on web page to File a Consolidated Annual Report for State Contracting here](#)

Should you have any questions regarding the new template or the Best Practices Checklist, please contact:

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