

# CALIFORNIA HIGH-SPEED RAIL: PROGRAM DELIVERY SUPPORT CONTRACT

## SMALL BUSINESS WORKSHOP

Ashley Mistler

Small Business Advocate

Small Business Program

[SBAadvocate@hsr.ca.gov](mailto:SBAadvocate@hsr.ca.gov)



# WORKSHOP AGENDA

## SMALL BUSINESS PROGRAM WORKSHOP

### SMALL BUSINESS PROGRAM WORKSHOP

Thursday, March 3, 2022 1:00pm to 2:30 pm

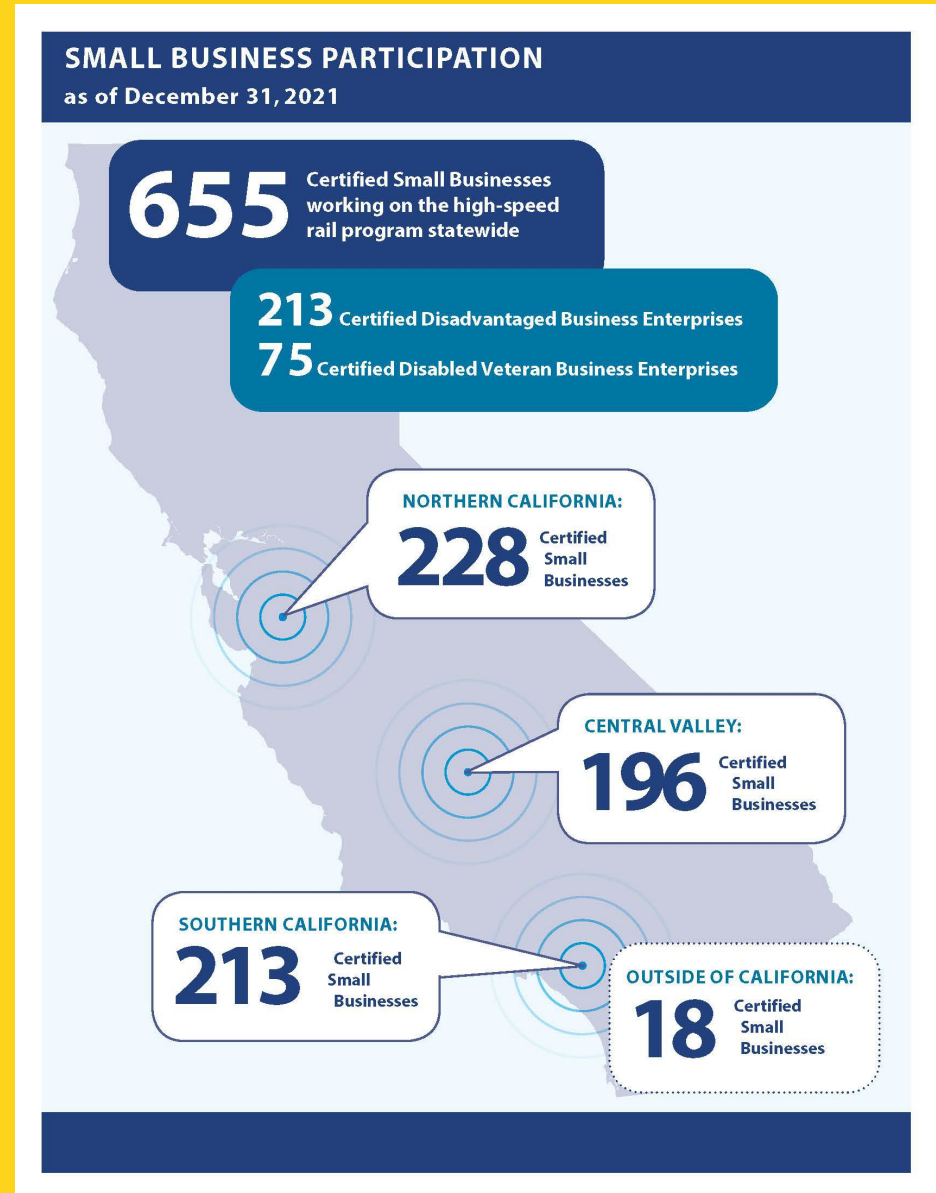
Agenda Item	Responsible Party
I. Introduction and Overview	Ashley Mistler
II. Review of SB PDS Presentation	Ashley Mistler
III. Presentation on State Certifications (UNSPSC)	Department of General Services (DGS)
IV. Presentation on Federal Certifications (NACIS)	Department of Transportation (DOT)
V. Presentation on Compliance	Peggy Chiok
VI. Question & Answers	Ashley Mistler



# SMALL BUSINESS PROGRAM

## PARTICIPATION

- **30% Goal for Small Business Participation**
  - » 10% Disadvantaged Business Enterprises (DBE)
  - » 3% Disabled Veteran Business Enterprises (DVBE)



### Certifications That Count Toward the Overall Goal:

#### California Department of General Services

- Small & Micro Businesses (SB / MB)
- Disabled Veteran Business Enterprises (DVBE)
- Small Business for Public Works (SB-PW)

#### California Unified Certification Program

- Disadvantaged Business Enterprises (DBE)

#### US Small Business Administration

- 8(a) Disadvantaged Business Program



## ***Free Online Tool to Connect with Business Opportunities***

*Open to All Businesses, Both Large & Small*

» **Describe Your Business:**

- Type of Business
- Services Offered or Supplies Sold
- Service Counties
- Certifications

» **Learn About:**

- Future Contracting Opportunities
- Trainings/Workshops

» **Register at [www.connecthsr.com](http://www.connecthsr.com)**



**All State Contracts are Advertised Through: <https://caleprocure.ca.gov>**



# SMALL BUSINESS WORKSHOP

CALIFORNIA HIGH-SPEED RAIL



## Headquarters

California High-Speed Rail Authority

770 L Street, Suite 800

Sacramento, CA 95814

[www.hsr.ca.gov](http://www.hsr.ca.gov)



# How to do Business with California State Government



**Sell to the State**



**Small Business /  
Disabled Veteran  
Business Enterprise**



**Get Public  
Procurement  
Information**

# State Certifications

- Small Business
- Small Business for the Purpose of Public Works
- Disabled Veteran Business Enterprise





# Small Business Eligibility Requirements

- ✓ Must be independently owned and operated
- ✓ Cannot be dominant in the field of operation
- ✓ Must have its principal office located in California
- ✓ Have its owners (or officers in the case of a corporation) domiciled in California;

# Small Business Eligibility Requirements

Together with the affiliates, be either:

- ✓ Business with 100 or fewer employees
- ✓ Gross annual receipts of \$15 million or less  
(averaged over the previous 3 tax years)

or

- ✓ Manufacturer with 100 or fewer employees  
(No GARS Cap)
- ✓ Micro Business \$5 Million or less

# Small Business – Public Works Eligibility Requirements

Together with the affiliates, be either:

- ✓ Business with 200 or fewer employees
- ✓ Gross annual receipts of \$36 million or less (averaged over the previous 3 tax years)

or

- ✓ Manufacturer must meet the gross annual receipts

# DVBE Eligibility Requirements

To be eligible for DVBE certification, the business must meet the following criteria:

- ✓ 10% or more service connected disability
- ✓ Be at least 51% owned by one or more disabled veterans
- ✓ Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans

# DVBE Eligibility Requirements

- ✓ Daily business operations must be managed and controlled by one or more disabled veterans.
- ✓ The home office must be located in the United States.

www.caleprocure.ca.gov

Cal Procure

Home Resources Quick Links Help

Login/Register

# California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)

Search Bid Opportunities

START SEARCH

## How do I...

- Sell to the State**  
Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR).
- Get Certified**  
Learn about California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications.
- Find Public Procurement Information**  
Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities.
- Find Training and Resources**  
Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.

# Registration



[Home](#) [Resources](#) [Quick Links](#) [Help](#)

[Login/Register](#)

## Login

User ID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the [Cal eProcure website](#) for information about such procurements. By logging in I agree to comply with [System Use](#) and [Privacy Policy](#) of the Financial Information System for California.

[Login](#)


[New Bidder Registration](#)

[Existing Supplier Registration](#)


[I forgot my password](#)



# Registration



Home Resources - Quick Links - Help - [Login/Register](#)



## Bidder Registration

STEP 1 - SET UP PROFILE

1/5

**1. Please select the type of TIN.\***

Federal Employer Identification Number(FIN)  
Social Security Number(SSN)

**Tax Identification Number(TIN)\***

Do not use dashes

**Company Name\***

**http//URL**

*\* Indicates Required Field*

Cancel Registration Next



# SB/DVBE Certification



# California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)

Search Bid Opportunities

[START SEARCH](#)

## Welcome to your WorkCenter

Manage your account, certifications, and bid activity

User ID

Outreachtestco2

Bidder/Supplier ID

BID0076198

[Show Less](#)

### First Last

Outreach Test Co  
OSDSHelp@dgs.ca.gov  
916/375-4940

[Edit Bidder Account](#)

No Certification Record

[Get Started](#)

### My Account

[Edit Account](#)

[Manage Notifications](#)

[Search My Event Invitations](#)

[Change Password](#)

### Certification

[Apply For Certification](#)

# SB/DVBE Certification

California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs

Getting certified will give your business preferred status for government contracts and give you access to more contract opportunities.



Before you begin application for certification, be prepared to upload the following:

- Complete Federal Tax returns (last 3 years) for applicant firm and affiliates
- IRS verification of your firm's TIN (tax identification number)
- Quarterly Contribution Return & Report of Wages - Continuation (Form DE 9C) for firm and affiliates
- Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (for DVBE)
- For specific business structures you may be required to include other documents; for a full list of documents:
  - [Small Business Document Requirements](#)
  - [DVBE Document Requirements](#)

[GET CERTIFIED \(APPLY OR REAPPLY\)](#)

For more detailed information on certification programs and its benefits.

[Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise](#)

For training opportunities, resources to grow your business and insight into the State contracting opportunities.

[Training and Resources](#)

## Certified Firms Resources

- [Prompt Payment Program Assistance](#)
- [Commercially Useful Function](#)
- [SB/DVBE Violations and Sanctions](#)
- [Find a Departmental SB/DVBE Advocate](#)
- [Caltrans' Disadvantaged Business Enterprise \(DBE\) certification](#)

## Learn About State Nonprofit Certifications

- [Recognition as Nonprofit Organization](#)
- [Nonprofit Veteran Service Agency Certification](#)

# Get Certified

If you would like more information before you get started, see here:

[Small Business Certification Requirements \(PDF\)](#)

[Small Business for the Purpose of Public Works Certification Requirements \(PDF\)](#)

[Disabled Veteran Business Enterprise Certification Requirements \(PDF\)](#)

[Non-Profit Veteran Service Agency Certification Requirements \(PDF\)](#)

[Non-Profit Recognition Requirements \(PDF\)](#)

If you have questions concerning the process or online application, contact the Office of Small Business & DVBE Services at 916.375.4940.

Select the certification type(s) from the list below by clicking the checkboxes.

Outreach Test Co

- Small Business (SB)
- Small Business for the Purpose of Public Works (SB-PW)
- Disabled Veteran Business Enterprise (DVBE)
- Non-Profit Veteran Service Agency (NVSA)
- Non-Profit Recognition (NP)

Any application that is incomplete and not submitted within 90 days or more will be automatically canceled.

Next

# How the CSCR Works

State agencies post their solicitations when they go out to bid

Suppliers can find contracting opportunities

Suppliers can place ads

\*Ads are free

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California State Contracts Register (CSCR)

Search Bid Opportunities

START SEARCH

## Welcome to your WorkCenter

Manage your account, certifications, and bid activity

User ID

TEST6

Bidder/Supplier ID

BID0056767

Show Less

### MICHAEL SAUTER

Outreach Test Co  
OSDSHELP@DGS.CA.GOV  
916/375-4940

[Edit Bidder Account](#)

### Certifications

Cert. ID 2008704

Certification Type	Application Date	Status	From	To
SB(Micro)	2020-07-09	Approved	2020-07-09	2022-07-31

[View My Public Certification Profile](#) [Manage Certification](#)

### My Account

[Edit Account](#)

[Manage Notifications](#)

[Search My Event Invitations](#)

[Change Password](#)

### Certification

[Manage Certification](#)

[View My Public Certification Profile](#)

# Event Search

## California State Contracts Register

Event Name

Event ID

Department

Event Status

Clear Criteria

Advanced Search Criteria

Search

### EVENTS

Showing Results 1-339 of 339

 Download

Event ID

Event Name

Department  
Name

End Date

Status

Event Name  Event ID  Department   Event Status

Start Date From  End Date From

Through  Through

Enter date in the format mm/dd/yyyy

Item Description

**UNSPSC codes**

Category	Description
<input type="text"/>	<input type="text"/>

**Service Areas**

Service Area ID	County
<input type="text"/>	<input type="text"/>

**Contractor License Type**

Contractor License Type	Description
<input type="text"/>	<input type="text"/>

Use Saved Search



# Event Details

Event: 05-0L7214



## Remove & construct concrete bridge, concrete slab, bridge rail & HMA.

### Details

Event ID	Dept:
05-0L7214	Department of Transportation
Format/Type:	Event Version
Sell Event / RFx	1
Published Date	Event End Date:
12/28/2020 12:00AM PST	02/17/2021 2:00PM PST
Description:	
05-SLO-1-32.6 *** SAN LUIS OBISPO COUNTY IN MORRO BAY AT TORO CREEK BRIDGE	

[View Event Package](#)

[Post Vendor Ads](#)

[View Vendor Ads](#)

### Contact Information

Maxwell Maurer  
Phone: 916/227-8224  
Email: [maxwell.maurer@dot.ca.gov](mailto:maxwell.maurer@dot.ca.gov)

### Pre Bid Conference (N/A)

Pre Bid Conference: Non Mandatory  
Date:  
Time:  
Location:  
Comments:

### UNSPSC Codes

UNSPSC Classification	UNSPSC Classification Description
72141000	Highway and road construction services

### Contractor License Type

Contractor License Type	Description
A	General Engineering Contractor
C-08	Concrete Contractor
C-12	Earthwork and Paving Contractors
D-09	Drilling, Blasting and Oil Field Work

### Service Area

Area ID	County
040	San Luis Obispo

# SB/DVBE Option

- Certified SB *or* DVBE
- Goods, Services, & IT goods and services - \$5,000.01 to \$249,999.99
- Public Works - \$5,000.01 to \$388,000.00
- At least two price quotes (2 SBs or 2 DVBEs)
- Market your company to state agencies with a first policy
- Authorized by Govt Code 14838.5

# SB/DVBE Advocates

Although you are added to our databases, it is important for you to Market your product to state agencies

Find the Small Business/DVBE Advocate for each agency you would like to do business with

# MICHAEL SAUTER

Outreach Test Co  
OSDSHELP@DGS.CA.GOV  
916/375-4940

[Edit Bidder Account](#)


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
[View My Public Certification Profile](#) [Manage Certification](#)

## My Account


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## How do I...



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### Get Certified

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### Find Training and Resources

Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event. [>](#)

# Training and Resources

Learn how to pursue contract opportunities with California state government

## Getting Started

- [Register your business](#)
- [Apply for Certifications](#)

## Overview of Contracting with the State

- [How to do Business with California State Government - an overview of State Contracting \(En Español\)](#)
- [I'm Certified, Now What? - take next steps to contract with the state \(En Español\)](#)

## Don't Miss Contract Opportunities

- [Learn how to update notifications for bid solicitations \(video\)](#)
- [Learn how to update your certification profile \(video\)](#)
- [Overview of keywords and UNSPSCs \(video\)](#)

## Inside State Contracting

- [Learn about public competitive bidding \(video\)](#)
- [Acquisition methods flyer](#)

## Research and Marketing

- [Learn how to market your business \(video\)](#)
- [Contact a small business and DVBE advocate](#)

## Resources to grow your business

- [Leverage your state certifications for local contract opportunities](#)
- [Connect with additional business support organizations](#)

HOME > PROCUREMENT DIVISION > RESOURCES > SB, DVBE ADVOCATE DIRECTORY

# Small Business (SB), Disabled Veteran Business Enterprise (DVBE) Advocate Directory

Search for a small business (SB) and disabled veteran business enterprise (DVBE) advocate to help you pursue contract opportunities with the state.

**CONTACT INFORMATION**

**Outreach Program**  
Department of General Services  
Procurement Division

707 3rd Street  
West Sacramento, CA 95605  
[Advocate@dgs.ca.gov](mailto:Advocate@dgs.ca.gov)

## SB/DVBE ADVOCATE DIRECTORY

Almost every agency and department in the state of California has a small business (SB) and disabled veteran business enterprise (DVBE) advocate. The SB/DVBE Advocate is here to help SBs and DVBEs pursue contract opportunities with the department they work for. They work closely with the buyer in their department to include SBs and DVBEs in state procurement.

### Contact an SB/DVBE Advocate

[Expand All](#)



DEPARTMENT (Highlighted departments have a SB/DVBE First policy)	INIT/OFFICE/LOCATION	CONSTRUCTION	NAME
Administrative Law, Office of	Executive Office		Belinda Lindstrom
Agricultural & Labor Relations Board			Jan Shores
Air Resources Board			Erikk Quady
Aging, Dept of	Contracts and Business Services		Kelli Kemper
Alcoholic Beverage Control, Dept. of			Pattye Nelson
Arts Council, CA	Administration		Ayanna Kiburi
CA Dept. of Tax and Free Administration	Acquisition Branch		Matt Freeman
Board of Equalization	Acquisition Branch		Lina Lopez
Board of Equalization	Acquisition Branch		Bruce Catalano
Business Oversight, Dept. of	Business Operations Section		Hyunmee Peters
Business, Consumer Services & Housing Agency			Gladys Lopez
CA African American Museum	Fiscal Department		Marchell Miller
CA Coastal Commission	Business Services		Owen Omphua
CA Commission on Disability Access			Angela Jemmott
CA Conservation Corps	Business Services		Jennifer Reed-Sanguayo
CA Dept. of Human Resources			Marcos Hernandez
CA Dept. of Technology . This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Dan Lautaret
CA Dept. of Technology . This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Marisa Duarte-Lott
CA Governor's Office of Emergency Services	Procurement		Flora Karami
CA Exposition & State Fair			Candice Myers
CA Health Benefit Exchange	Business Services/Procurement		David A. Hovey
CA High-Speed Rail Authority		X	Alice Rodriguez
CA Highway Patrol . This department has an SB/DVBE First Policy	Business Services	X	Tracy Bowen
CA Horse Racing Board	Business Services		Daniel Zamora
CA Lottery Commission	Contract and Procurement Services		David Pena
CA Maritime Academy	Contract Services and Procurement		Lorrie Dineen-Thackeray
CA Natural Resources Agency	Administration and Finance		Vickie Key
CA Prison Industry Authority (CalPIA)	Business Services/Contracts Unit	X	Jamie Halford
CA Public Utilities Commission . This department has an SB/DVBE First Policy	Executive Division		Bezawit Dilgassa
CA Science Center			Abigail Menchaca
CA Senior Legislature			Janice Bailey
CA State Independent Living Council	Headquarters		Danielle Hess
CA State Library	Business Services		Timothy Burkhart
CA State Polytechnic University	Pomona	X	Duane Johnson
CA State University	Bakersfield	X	Kathryn Villa
CA State University	Chico	X	Duane McCune
CA State University	Dominguez Hills	X	Emmit Williams
CA State University	East Bay	X	Jon Merwin

# California Department of General Services

## *Procurement Division*







# Disadvantaged Business Enterprise (DBE) Certification Overview

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# Learning Objectives

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- Disadvantaged Business Enterprise (DBE)  
Program Overview
- Benefits of Certification
- Eligibility Requirements
- FAQ and Resources



## Disadvantaged Business Enterprise (DBE):

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A for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest, control management and daily business operations.



# Disadvantaged Business Enterprises (DBE) Program:

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A legislatively mandated program implemented by the states as a condition of receiving federal funds via the Federal Highway Administration (FHWA) and Federal Transportation Administration (FTA) who oversees the program for their respective areas.



# Disadvantaged Business Enterprise (DBE) Program Objectives

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- Ensure nondiscrimination in the award and administration of United States Department of Transportation (US DOT) assisted contracts
- Create a level playing field on which DBEs can compete fairly.
- Ensure that the Department's DBE program is narrowly tailored in accordance with applicable law
- Ensure that firms that meet eligibility standards in the Code of Federal Regulations, 49 CFR 26.



# Benefits of DBE Certification

Certification is recognized by subrecipient local agencies in California.

Expands opportunities to participate on federally-funded contracts.

Become accessible to prime contractors needing to fulfill DBE participation goal requirements.

Listing on the official CUCP database.

Increases opportunities to network at events such as procurement fairs and pre-bids.



# CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)





# California Unified Certification Program (CUCP)

Unified  
Certification  
Program  
49 CFR §26.81

- As mandated by the United States Department Of Transportation (US DOT), California's Unified Certification Program (CUCP) is an agreement between multiple certifying agencies.
- The CUCP provides a public database to find DBEs. You can also view competitors profile information.





# CUCP CERTIFYING AGENCIES

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- California Department of Transportation (Caltrans)
- Bay Area Rapid Transit (BART)
- City of Fresno
- City of Los Angeles
- Los Angeles County Metropolitan Transportation Authority (METRO)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Mateo County Transit District (SAMTRANS)
- San Diego County Regional Airport Authority (SDCRAA)
- San Francisco International Airport (SFO)
- Santa Clara Valley Transportation Authority (VTA)



# DBE ELIGIBILITY REQUIREMENTS





# DBE Eligibility Overview

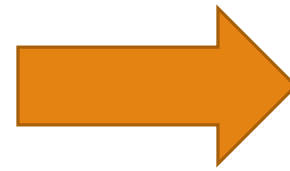
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- Social and Economic Disadvantage
- Ownership
- Control
- Independence
- Personal Net Worth (PNW)
- Business Size





Social and  
Economic  
Disadvantage

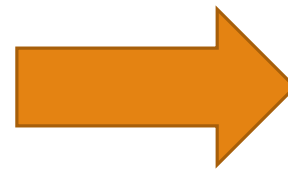


- Asian Pacific
- African American
- Hispanic
- Native American
- Subcontinent-Asian
- Women

**Note:** If you are not in one of the six groups that has a presumption of social and economic disadvantage, you may still be eligible for DBE certification. Refer to 49 CFR 26, Appendix E.



Ownership



To be a DBE, a firm must be at least 51% owned by socially and economically disadvantaged individual(s)

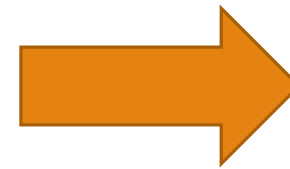


Control

51% owner(s)  
must be able to  
have the ability  
and power to  
make decisions  
on management,  
policy and  
operations



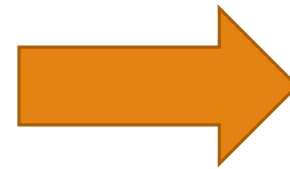
Independence



Only an independent business may be certified as a DBE



Personal Net  
Worth (PNW)



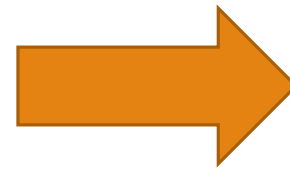
The 51%  
majority  
owner(s) must  
not exceed  
PNW of \$1.32  
million

**Note:** There may be some cases in which an individual whose PNW is less than \$1.32 million may not be regarded as economically disadvantaged. Refer to 49 CFR 26.67.





Business  
Size



3-year average  
gross receipts  
cannot exceed  
\$26.29 million  
(varies by  
industry)



# APPLYING FOR DBE CERTIFICATION





# Application Process Overview



Application is assigned to a certification analyst



Analyst conducts review for missing documentation and requests further clarification (if needed)



Site visit is scheduled and conducted



Analyst to conduct final review for eligibility recommendation



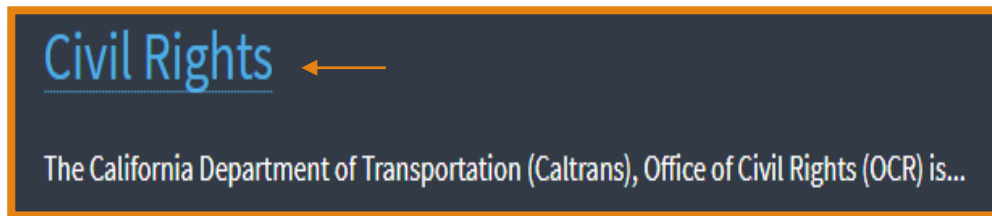
Certification determination completed



1. Start at Caltrans Website (<https://dot.ca.gov/>), then click “Programs”



2. Click “Civil Rights”



3. Click “California Unified Certification Program”

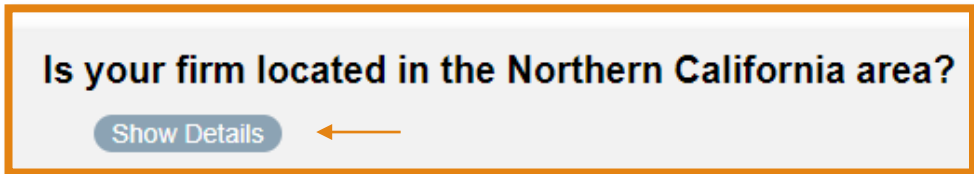


4. Click “Find a Certifying Agency”





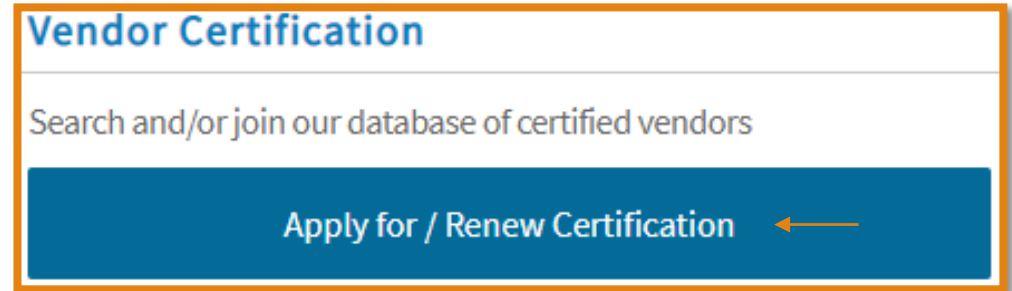
5. The Online Certification screen will populate, click “show details” under the “Is your firm located in the Northern California area?”



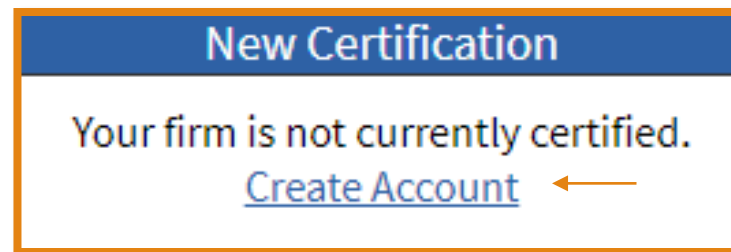
6. Click “California Department of Transportation”



7. Click “Apply for/Renew Certification”



8. The Online Certification screen will populate, click “Create Account”





# Online Certification Account

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- Tax ID
- Business Information
- Contact Information
- Company Contact Person





# Key Reminders

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- Complete application within 90 days
- DBE Application and Personal Net Worth Statement (PNW) must be signed and notarized
- Upload required documents
- You may use the direct link to access the system:

<https://caltrans.dbesystem.com/>





# FREQUENTLY ASKED QUESTIONS (FAQ)







Is there a fee for Applying?

No, the only cost associated with the DBE certification is to notarize your application and PNW statement.

Can I mail my application?

At this time, all applications are to be submitted online at <https://caltrans.dbesystem.com/>.

How long does it take to get a response after I submit my application?

After Caltrans receives all complete and necessary paperwork, it can take up to one month.



# CALTRANS RESOURCES





# DBE Specific Resources

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## Certification “Analyst of the Day”

Monday-Friday  
8:00AM – 5:00PM

(916) 324-1700

[DBE.certification@dot.ca.gov](mailto:DBE.certification@dot.ca.gov)

- US DOT DBE Program  
<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>
- DBE Federal Program  
<https://www.fhwa.dot.gov/civilrights/programs/dbe/>



# Q & A Session



# PDS PROCUREMENT WEBINAR

## SMALL BUSINESS COMPLIANCE

Peggy Chiok  
Asst. Contract Compliance Administrator  
3<sup>rd</sup> March 2022



# CONTRACT COMPLIANCE UNIT

Professional Services Contract

- **Charlene Anderson** - **Contract Compliance Administrator**
- **Peggy Chiok** - **Asst. Contract Compliance Administrator**
- **Mireya Jimenez** - **SB Compliance Analyst**
- **Wen Chen** - **SB Compliance Analyst**



# SB PROGRAM REPORTING & RESPONSIBILITY

Section V. Subpart E: Professional Services Provisions (PG 32)

- **Contractor Small Business Officer – Duties & Responsibilities**
  - » Designate a SBO
  - » SBO meets and confers with SB Compliance Analyst on all SB Program and reporting items.
- **Develop, Implement & Monitor SB Performance Plan**
  - » Manage and implement approved SB Performance Plan
- **Act as “lead” for Contractor staff and Subcontractors regarding SB Program Goals/Objectives**
  - » Meet with all SB subcontractors to ensure full understanding of Authority SB Program reporting requirements, their responsibilities and protections.



# SB PROGRAM REPORTING & RESPONSIBILITY

(CON'T)

- **Quarterly/Monthly meetings with the SB Compliance Team regarding overall SB utilization and strategies to achieve the SB goals.**
- **Attendance to at least two (2) Business Advisory Council (BAC) meetings per year.**
- **Prime Consultant's website to list all SB participating on Contract.**
- **Perform ongoing efforts to engage SB in order to meet 30% utilization goal.**
  - » Document your Good Faith Efforts.





# REPORTS AND SUBMISSION

- **Due 15<sup>th</sup> of each month**
  - » Form 103 (SB Utilization Verification Form)
  - » Prompt Payment Verification Form
  - » Monthly SB Narrative Report
- **Annual Report (Due 1<sup>st</sup> August of each year)**
- **Executed SB Subcontract Agreements**
  - » Provide copies of all executed subcontract agreements and purchase orders that are made with SB.
- **Change in Contract Amount**
  - » Submit signed Change/Task Orders verifying approved change to contract value.
- **Request to Add, Substitution/Termination of a SB subcontractor**
  - » Prepare to submit Request to Add, Substitution/Termination form with executed agreement and SB certification.



**Thank you  
and  
Questions**



# SMALL BUSINESS COMPLIANCE

CALIFORNIA HIGH-SPEED RAIL



## Headquarters

California High-Speed Rail Authority

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## Central Valley Regional Office

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