

Attachment G

Sample Memo from HQ and District Director to HQ
and District CAL-Card Holders

Memorandum

*Flux your power!
Be energy efficient!*

To: HEADQUARTERS CALCARD HOLDERS
DISTRICT 3 CALCARD HOLDERS

Date: December 17, 2007

From: OLIVIA FONSECA
Deputy Director
Civil Rights



JODY JONES
District Director
District 3



Subject: Small Business Procurement Fair Pre-Meeting

On December 11, 2007, a letter was sent to your Division Chiefs notifying them of the inaugural Small Business Procurement Fair hosted by Headquarters and District 3. The Procurement Fair is being held in accordance with the Governor's Executive Orders S-02-06 and S-11-06, which encourages and promotes small and emerging businesses to contract with the State of California and ensure that State Agencies and Departments meet or exceed the 25 percent small business participation goal.

The purpose of a Procurement Fair is to increase the contract participation of Small Business Enterprises (SBEs), Disabled Veteran Business Enterprises (DVBEs) and Disadvantaged Business Enterprises (DBEs). Procurement Fairs provide SBEs, DVBEs and DBEs an opportunity to meet Caltrans purchasers, exhibit and sell their products in on-the-spot sales, and to develop relationships with Caltrans staff.

To ensure the first Procurement Fair is a success, you are invited to attend a pre-meeting. The purpose of the pre-meeting is to discuss the logistics of the day, provide a clearer understanding of the importance of your role and function at the Fair and respond to any questions that you may have concerning the event. Additionally, staff from the Division of Procurement and Contracts will be available at the pre-meeting to present detailed information on your purchasing parameters as it relates to the Procurement Fair.

The pre-meeting will be held:

**Tuesday, January 8, 2008
10 a.m. – 12 p.m.
Caltrans Office of Civil Rights
1823 14th Street, Room 207
Sacramento, CA**