

**CALTRANS STATEWIDE SMALL BUSINESS COUNCIL
LOG OF SBC ACCOMPLISHMENTS
As of: November 2015**

Action/Task	Responsible Person(s)	Date	Status
Action Items from November 2015 meeting			
1. Provide the I-405 close out report.	Chair Shell		Work continues on this issue.
2. Provide the DBE status of the Gerald Desmond Bridge.	Ramon Carlos and Chair Shell		Work continues on this issue.
3. Consolidate an annual calendar for Caltrans procurement fairs statewide.	Ramon Carlos		Work continues on this issue.
Action Items from September 2015 meeting			
1. Provide a step-by-step procedure on how to search the DBE database.	Janice Salais		Work continues on this issue.
2. Provide a list of upcoming Caltrans procurement fairs.	OBEO TOPR	11-20-15	Provided during the November SBC meeting.
3. Provide a link to the DBE questions and answers regarding SB element and SB set aside.	Lance Yokota, FHWA	9-21-15	Mr. Yokota provide a link that was emailed to council members.
4. Explore ways to let primes know a SB or DVBE firm is a legitimate business, i.e., "gold seal of approval".	Janice Salais and Commodities Committee		Work continues on this issue.
5. Look into using a projector instead to show OBEO's data reports currently provided in hard copy.	Ramon Carlos	11-20-15	Reports printed on larger sheets of paper.
6. Provide copies of the new DPAC brochure to council members.	Louise Lozoya, DPAC	11-20-15	Brochures distributed during the November SBC meeting.
Action Items from July 2015 meeting			
1. Request for training – how to get contracts with Caltrans; in-depth training specific to the process of submitting proposals – would be especially helpful for African American businesses.	Ramon Carlos		Work continues on this issue.
2. Regarding the Disparity Study – is there a way to protect those who provide comment from possible negative repercussion?	Ramon Carlos		Work continues on this issue.
3. Examine what needs to be done to unbundle District 43 contracts.	Chair Shell		Work continues on this issue.
4. Notify the council members when the district reports are posted on the SBC web page.	Carole Ching	8-18-15	Email sent to council members with the link to the district reports posted on the SBC web page; council members will continue to be notified as soon as the reports are posted.
5. Provide a log of completed Action Items as a way to track the council's accomplishments.	Carole Ching	11-20-15	Log placed in meeting packets; updates to be posted on the OBEO web page.
Action Items from May 2015 meeting			
1. Map of Caltrans District Offices – include DBE physical location by ethnicity.	Ramon Carlos	5-15-15	Placed in the May SBC meeting packets.

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2. Is it possible for the OJT/Supportive Services program include inspection and materials testing.	Ramon Carlos	7-17-15	See Action Item #6, Action Items from prior years, page 4.
3. Post the District Directors' reports presented at SBC meetings online; post reports on individual district websites or provide the link to the reports on district websites.	Ramon Carlos & Carole Ching	6-11-15	On 6/11/15, council members were emailed the link to reports on the SBC web page; update on district links during the September SBC meeting.
4. Requested the council to provide industry contact information to Tanya Little, DGS.	Tanya Little	5-28-15	Industry contact information provided by Ramon Carlos.
5. Unbundle two (specifically mentioned) A&E contracts in District 11.	Lorna Rice	7-17-15	Contracts have been unbundled to form five contracts; outreach event held to notify the public.
6. How can a non-DBE sub's procurement from a DBE supplier be counted towards a project's goal?	Ramon Carlos		Work continues on this issue.
7. Provide the council with the list of commodities purchased by Caltrans; this list was originally presented by DPAC to the Commodities Committee.	Ramon Carlos & Carole Ching		Work continues on this issue.
8. Contractor award process as guided by the Construction Committee.	Committee Co-Chairs Rebecca Llewellyn and Debbie Hunsaker with Ramon Carlos		Work continues on this issue.
9. Request to look into ongoing solicitation for #51A0480, which does not have a DVBE goal.	Ramon Carlos	7-17-15	No subcontractor availability for this particular contract.
Action Items from the March 2015 meeting			
1. Provide a map of the Caltrans districts in the meeting packet.	Ramon Carlos	5-15-15	Placed in the May SBC meeting packets.
2. Provide the link to the list of all infrastructure projects in excess of \$500 million.	Kome Ajise with Carole Ching	5-15-15	Link emailed to council members.
3. Provide a link to Caltrans generated "News Flashes" to the council as a means for Caltrans to broadcast positive media.	Carole Ching	4-2-15	Link emailed to council members.
4. Email the District 10 flyer publicizing the upcoming "Selling to the Government" workshop scheduled for 4/1/15 in Sonora.	Carole Ching	3-27-15	Email with attachments sent to Council Members.
5. Regarding the District 2 Look Ahead Report – add the DBE goals to the information provided.	Rebecca Alexander, District 2 SB Liaison	5-15-15	Mr. Carlos stated this could not be done for the May meeting because it was too early to finalize gathering of results.
6. Develop a joint effort between Districts 1, 2, and 3 to work on DBE participation.	DSBLs in Districts 1, 2, and 3 with		Work continues on this issue.

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	Council Members in those areas		
7. Define terms used in the commodities field.	Zeke Patten, Commodities Committee Chair	7-16-15	DPAC's revised brochure defines terms used in the commodities field.
8. Provide the link to the national conversation on transportation.	Lance Yokota, FHWA	3-30-15	Link emailed to council members.
9. Clarify the use of the OJT Supportive Services contract for training engineers in Caltrans construction management.	Ramon Carlos	7-17-15	Per FHWA, this program is specific to workforce in construction trades only, not for inspection and testing.
10. Provide the link to the online list of DGS projects for bid.	Tanya Little, DGS	5-8-15	Link emailed to council members.
11. Develop a presentation on DBE goal setting (focused separately on construction and A&E) to be delivered during meetings of the Construction and Professional Services Committees.	Ramon Carlos		Presentation provided to the Construction Committee; progress on A&E presentation continues.
12. Provide updates on DVBE contract percentage requirements.	Bill Ulmer and Ramon Carlos		Work continues on this issue.
13. Provide strategies to resolve contract payment disputes for subs and suppliers involved with Caltrans projects.	Construction Committee Co- Chairs with Chair Shell	5-15-15	Per Council Member Rebecca Llewellyn, Co-Chair of the Construction Committee, this matter has been resolved.
Action Items from the January 2015 meeting			
1. Send a digital copy of Jim Butler's (DGS) PowerPoint presentation to council members.	Carole Ching	1-26-15	Mr. Butler's presentation emailed to council members.
2. Request from DGS - a one-page summary of the changes FISCAL will bring about to in the 2015/2016 fiscal year.	Jim Butler with Carole Ching	2-5-15	Mr. Butler's one-page statement on the changeover to FISCAL emailed to members.
3. Discuss the option of incorporating the Local Assistance Committee into another standing committee.	Chair Shell	3-20-15	Chair Shell reported during the regular Executive Committee meeting, the two committee chairs agreed to merge until the end of the year with check-ins during the Executive Committee meetings to gauge workability of the new arrangement. This change will be discussed later during the committee report outs.
4. Re: African American DBE Participation ad hoc work group – develop new strategic plan.	Fred Jordan	3-20-15	After meeting with Chief Deputy Director Ajise, it was determined the work group will continue, and will report their progress at the regularly scheduled SBC

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			meetings. Eddy Lau will continue as the chair of the work group.
5. Chair Shell to take the language on insurance requirements presented by Ms. Llewellyn to Caltrans Legal and OE for review and feedback.	Chair Angela Shell		Work continues on this issue.
Action Items from prior years			
1. Clarify titles in OBEO's Commitment at Award reports.	Ramon Carlos	1-16-15	Reports provided reflect the changes in titles.
2. Provide Ray Tritt's contact information to Councilmember Rod Garcia.	Carole Ching	12-11-14	Mr. Tritt's email and phone information sent to Mr. Garcia via email.
3. Review BART's SB set aside program to determine whether it would be feasible to apply it to Caltrans.	Ramon Carlos		Work continues on this issue.
4. Provide district reports presented by the District Directors online.	Ramon Carlos	7-17-15	Reports will be posted on the SBC web page after each regular council meeting.
5. Have GCAP provide a status update on their work after six months have elapsed in their contract period.	Ramon Carlos	3-20-15	Contract closed as of January 2015.
6. Can SBs and DVBEs also be served by the DBE Supportive Services contractor?	Ramon Carlos	5-15-15	OBEO is not able to include SB and DVBE on federally funded projects.
7. Provide the link to the DGS Consolidated Annual Report (CAR) when it becomes available.	Tanya Little with Carole Ching	1-2-15	DGS Bulletin and direct link emailed to members.
8. Provide the link to OBEO's website for members to post on their organization's website.	Carole Ching	1-2-15	Link emailed to members.
9. Regarding GCAP – request for schedule of upcoming trainings.	Ramon Carlos	3-20-15	Contract closed as of January 2015.
10. Regarding GCAP – what is the estimated time line on goals?	Ramon Carlos	3-20-15	Contract closed as of January 2015.
11. Regarding GCAP – in regards to data, how is this information gathered, how will the data be utilized in the future. Also requested statistics gathered to date.	Ramon Carlos	3-20-15	Contract closed as of January 2015.
12. Regarding GCAP – request for more details on what is GCAP considers to be “realistic, quality business plans.”	Ramon Carlos	3-20-15	Contract closed as of January 2015.
13. Distribute SB/DVBE study by DGS.	Tanya Little, DGS		Pending release.
14. Invite those members with Caltrans construction experience to join the Construction Committee.	Chairs/Council Members	9-19-14	Announced during the September council meeting.
15. Minority Business Enterprise Certificate – other purposes?	Janice Salais	11-21-14	Per Ms. Salais, issuing this certificate was suspended after the enactment of Prop.209; there is a proposal to abolish this certificate in 2015; Council Member

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			Zeke Patten, who initially raised this question stated no further action was necessary.
16. SB set aside program – can it be done?	Ramon Carlos		Work continues on this issue.
17. DBE Supportive Services consultant requested to attend SBC meetings.	Ramon Carlos	11-21-14	The consultant, GCAP, attended, provided a PowerPoint presentation, and answered questions from the members.
18. Provide a calendar of procurement fair dates.	Ramon Carlos	11-21-14	Refer to the Caltrans Event Calendar on the OBEO web page.
19. FTA disparity study report.	Ramon Carlos	12-31-14	Link and contact information emailed to members.
20. Status on inclusion of commodities suppliers in pre-bid manual as a means to fulfill DBE goal.	Ramon Carlos	12-31-14	Council members were emailed the link to the completed revised manual, which is posted on the OBEO web site.
21. Provide the CUF worksheet draft to members.	Carole Ching	7-21-14	Emailed to members.
22. Design/Build breakdown of A&E numbers.	Councilmember Rod Garcia to work with Ray Tritt	5-14-15	Ray Tritt presented a report providing the breakdown as requested to the Professional Services Committee during their regular meeting.
23. Report on meeting with CUCP members held in August regarding application backlog.	Janice Salais	9-19-14	Meeting with CUCP members held in August revealed that none of the members has a backlog of over four months. Ms. Salais requested more information from Council Member Stephen McGlover on the firms reporting a backlog. Ms. Salais noted some agencies might be processing over 100 files; encouraged members to contact her if they know of any problems regarding backlog.
24. Explore the possibility of splitting the fuel contracts into two separate contracts, one for state, and one for federal.	Ramon Carlos	9-19-14	All DGS contracts are state funded; no federal funding to obtain fuel; per Director Dougherty, bulk fuel is all paid with state funds.
25. Review SB 1215 for further action.	Chair Shell	9-19-14	This legislation came out in 2009/2010, did not pass; at this juncture, due to policy, Caltrans Legal states a pre-qualification list cannot be done. Chair Shell can discuss this further with Council Member Fred Jordan, who brought this matter up during the July meeting.
26. Requesting the DBE certification workshop in webinar format.	Janice Salais	9-28-15	Webcast is available on the OBEO web page; council members emailed link and provided instructions on how to access it.

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27. Develop an Executive Summary of the Award Tracker report.	Ramon Carlos	7-18-14	Distributed at the meeting; Chair Shell would like to receive feedback on this first attempt.
28. Develop a report that tracks dollars spent on commodities.	Sherri Gastinell	9-19-14	Report provided to Commodities Committee by Louise Lozoya, DPAC.
29. Provide a report on design/build utilization.	Chair Shell	7-18-14	Ray Tritt provided a report on design/build utilization at the July 18 full council meeting.
30. I-405 utilization information requested.	Chair Halverson	5-16-14	Report included in meeting packet.
31. Provide statement from FHWA explaining California's position as related to federal regulations regarding set aside programs.	Chair Halverson	3-21-14	Addressed during the January 2014 SBC meeting; document from Lance Yokota provided during the March SBC meeting.
32. Provide a report of work accomplished to date by Supportive Services contractor.	Ramon Carlos	3-21-14	Contract concluded Dec. 31, 2013; report to the members provided at the March SBC meeting.
33. Provide a report on the state currently in discussions with FHWA to develop a set aside program.	Ramon Carlos	3-21-14	Suggested FHWA be consulted regarding the program being developed in Colorado.
34. Consider expanding the focus of the DBE Participation Committee to include A&E.	Chair Halverson	1-17-14	Addressed during the January 2014 SBC meeting.
35. Provide a report on the DBE Participation Committee.	Chair Halverson	3-21-14	Report presented to the council.
36. Send the Supportive Services contract (including the scope of work) to Council Members.	Ramon Carlos	8/20/13	Contract information emailed to council members.
37. Provide a report that determines whether the closed A&E contracts met, exceeded, or did not meet their contract goal.	Ramon Carlos	9/24/13	Report sent to Johnathan Hou.
38. Investigate DBE status of Sierra Group (A&E firm).	Ramon Carlos	9/20/13	Sierra Group was certified 2003/2004 by L.A. Metro.
39. Provide council members with the PowerPoint presentation on how to submit a viable proposal for On-the-Job Training/Supportive Services and National Summer Transportation Institute.	Sherri Gastinell to send digital document to Carole Ching	8/7/13	Documents sent to council members.
40. Post the RFP for Caltrans/FHWA Grants (On-the-Job Training/Supportive Services and National Summer Transportation Institute) on the Caltrans web site.	Sherri Gastinell	11-6-13	Email forwarded to members stating the FHWA webinar explaining the grant process is re-scheduled for 12/5/13. Deadline now 1/17/14.
41. Send draft of updated procurement fair manual to council members before the November 15 SBC meeting.	Ramon Carlos	11/19/13	Draft of the Procurement Guide emailed to members for comments, corrections, etc., by Dec. 18, 2013; January 2014 targeted to begin implementation of the guide.

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42. During pre-bid conference, notify participants the DBE goal can be reached through purchase of contract specific commodities or consultant services from DBE vendors.	Ramon Carlos and Mario Solis to coordinate	8/15/13	Mr. Solis reported during the Commodities Committee meeting, DPAC will be providing details on what they are doing in regards to outreach, information distribution. This information will be made available to the Chair of the committee, Council Member Chris Chavez. Links to procurement documents which include supplier language in reference to contract goals were provided to Council Member Lee Cunningham in May and Council Member Chris Chavez in August, which addresses this issue.
43. Coordinate events to bring Specialty Contractors and DBEs together with the primes.	Julian Camacho	9-20-13	There has been no action on this matter.
44. Provide OBEO's plan for 2013, especially in regards to DBE.	René Halverson and Ramon Carlos	3/15/13	Information regarding OBEO's plan recently approved by FHWA included in meeting packets.
45. Provide DBE information by ethnic group on the quarterly Award Tracker Report.	Ramon Carlos	3-15-13	Report enclosed in the meeting packets.
46. Provide a presentation on A+B contracts.	Ramon Carlos	3-14-13	Presentation provided to the Construction Committee.
47. Provide an update on Design/Build contracts, the pros and cons for SBs.	Ray Tritt	3-15-13	Report provided by Ray Tritt.
48. How many SBs have used set asides in California and across the U.S.? Outcomes?	Ramon Carlos	7-19-13	Mr. Carlos reported 10 states have been surveyed regarding this matter; 8 have responded; only one is working with FHWA to develop a program.
49. Provide a definition of micro-business.	Angel Carrera, DGS	11-16-12	Definition provided; see meeting record for details.
50. Provide a presentation on changes in laws affecting the transportation industry.	Chair Halverson to coordinate	11-16-12	Presentation provided.
51. Provide a presentation on stop notices and lien law changes to the SBC.	Jidi Wong	11-16-12	Presentation provided.
52. Provide updates on the certification rate.	Janice Salais	11-16-12	Ms. Salais reported the average for 2012 is 25 approved certifications per month.
53. Provide an overview of fiscal year highlighting funding, where funding flows, responsibilities and services.	Jason Probst, Public Affairs	11-16-12	Mr. Probst provided the 2011/2012 fiscal year highlights placed in the meeting packets.
54. Create an ad hoc work group to enhance African American DBE participation in Caltrans contracts.	Council Members	11-16-12	Ad hoc committee begun, has continued to meet to the present.

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55. Look into the possibility of applying the new DBE program goals to existing contracts through change orders.	Chair René Halverson	7-20-12	Per Caltrans Legal Department, this cannot be done. Complete explanation provided in an Addendum distributed with the meeting record.
56. Determine whether Caltrans tracks mega-businesses vs micro-businesses.	Ramon Carlos	7-20-112	Caltrans does not track the difference between these two types of business.
57. Provide the status of the Caltrans plan submitted to FHWA to foster SBs.	Lance Yokota, FHWA	9-21-12	Per Lance Yokota, approval of the Caltrans plan is now being handled by the Head Office; anticipate approval.
58. Provide the Award Tracker report, include GFE.	Ramon Carlos	7-20-12	Copies provided in meeting packets, council members provided with the link to access online.
59. Lower the speed limit by 10 mph in construction zones and widen the buffer lane statewide.	Chair René Halverson		Issue returned to the Construction Committee to work on.
60. Review the draft CUF guidelines.	Janice Salais and the Construction Committee	7-20-12	Drafts to be sent to the Construction Committee.
61. Provide an update of Disparity Study II.	Chair René Halverson	9-21-12	The Review Team has provided comments to BBC; final report is due to Caltrans on 8/31/12.
62. Provide a presentation on bonding and insurance during the next SBC meeting.	Chair René Halverson	9-21-12	Presentation provided.
63. Provide a presentation that covers the changes in the lien laws effective 7/1/12 affecting the transportation industry; provide copies of the new forms.	Ramon Carlos	9-20-12	Presentation made to the Construction Committee meeting.
64. Provide data tracking DBE utilization performance of primes and subs, specifically, professional service (A&E) contracts.	Ramon Carlos	9-21-12	First report distributed at the September SBC meeting.
65. Report the number of GFE determined to be acceptable or not.	Janice Salais	7-20-12	Ms. Salais provided a report to the council.
66. Provide an ethnic breakdown of BBC staff working on the Disparity Study.	BBC	9-21-12	Per Caltrans Legal Department, BBC is not required to comply with this request.
67. Provide the step-by-step process to re-certify.	Janice Salais	7-20-15	Ms. Salais stated there is no re-certification process for DBEs that had been certified in the past. If not currently certified, a firm must complete a new DBE application and submit it to one of the certifying agencies in the state.
68. Request to discuss with District 59 the possibility of unbundling contracts.	Chair René Halverson	7-20-12	Chair Halverson provided the requested information to the Professional Services Committee.

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69. Determine whether some of the design work for the Gerald Desmond Bridge is being sent overseas.	Lance Yokota, FHWA	7-20-12	Information to be released when the contract has been awarded. Additionally, a ban on the use of foreign/off-shore consultant services would not be compliant with federal laws.
70. Provide the OBEO plan to foster SB.	Robert Padilla	5-18-12	Copy of the letter sent to FHWA with OBEO'S "Proposed Fostering Small Business Participation Plan" dated 2/28/12 included as a handout in the meeting packet.
71. Provide the FHWA Questions and Answers regarding SB set aside.	Lance Yokota	5-18-12	Document provided by Mr. Yokota was emailed to the council.
72. Research the possibility of a New Products Committee that would include notifications of all changes in products. Currently, the committee provides information on concrete and asphalt.	Robert Padilla	5-17-12	Information provided to the Construction Committee.
73. Provide current status of TERO.	Carole Ching	5-18-12	See Caltrans external web page, Native American Liaison Branch; includes Deputy Directive DD-74-R2 effective 12/15/10, and TERO Guidance, final draft 2/15/12.
74. Provide a breakdown of the groups represented in the 91% race conscious DBE goal reported by Caltrans.	Interim Chair Blanca Rodriguez	1-19-12	
75. Provide BBC's goal percentages.	Interim Chair Blanca Rodriguez	1-20-12	
76. Provide a breakdown of percentage of funding specifically going to MB and SB.	Angel Carrera, DGS	11-18-15	
77. Provide a report with the breakdown of MB attainment.	Angel Carrera, DGS	11-18-15	
78. Provide a report on the CalMentor and Mentor/Protégé programs in District 4.	Interim Chair Blanca Rodriguez	11-18-15	
79. Research DBE certification backlog and report finding.	OBEO	9-16-11	
80. Provide the seven principles presented at the FHWA meeting in Washington, D.C.	Interim Chief Dep Director Malcolm Dougherty	7-23-10	Available on the Caltrans website: www.dot.ca.gov/fedliaison
81. Provide a presentation from District 10 Environmental Justice.	District 10 Environmental Justice	1-21-11	Presentation provided by Ken Baxter, District 10, and Christine Cox, District 6.

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82. Provide a presentation on Public Private Partnership (P3) to the council.	Kome Ajise	9-30-15	Kome Ajise provided a presentation regarding the P3 portion of the Presidio Parkway DBE/SBE program, Phase 2.
83. Place a moratorium on the contract awards until the Professional Services Committee meets with Jay Norvell, Chief, Division of Environmental Analysis.	Jay Norvell	7-23-10	The committee met with Mr. Norvell regarding the unbundling of four storm water projects, and have scheduled more follow-up meetings with him.
84. Send a draft of the Notice of Proposed Rulemaking to 49 CFR Part 26 to the council members.	OBEO	7-23-10	In addition, 77 comments were submitted to the US DOT; all comments can be viewed online on the USDOT website.
85. Have Victor Salazar brief Director Cindy McKim on insurance limits.	Victor Salazar	6-25-10	
86. Invite the Federal Rail Authority to a future SBC meeting to discuss High Speed Rail.	Vincent Mammano, FHWA	9-30-10	
87. Provide the Award Tracker report.	OBEO	5-28-10	Copies of Award Tracker placed in meeting packets.
88. Provide the 2009 overall DBE utilization report.	OBEO	5-28-10	DBE report for federal fiscal year 2009 placed in meeting packets.
89. Request Inspector General Laura Chick be invited to a future SBC meeting.	OBEO	6-25-10	Rob Wilcox of the Inspector General's Office guest speaker, provided further information re: American Recovery and Reinvestment Act program.
90. UDBE commitment report to be posted on OE website.	OE	11-1-08	Award Tracker posted online since November 2008.
91. Provide a report on the Doyle Drive project as it pertains to Public-Private Partnership and Design/Build.	Council Member Jesus Vargas	7-23-10	Mr. Vargas reported on DBE/SB participation for this project.
92. Provide a presentation on a Design/Build project.	Ray Tritt	6-24-11	Mr. Tritt provided a presentation to the council focused on Design/Build.