

# UTILITY SUPPLIER DIVERSITY PROGRAM



**San Gabriel Valley  
Water Company**

2015 Annual Report | 2016 Plan

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# Message from our President; The progress continues

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Since the advent of our Utility Supplier Diversity Program (USDP) in 2004, San Gabriel Valley Water Company (San Gabriel) has been committed to increasing its procurement with Women, Minority, Service Disabled Veteran and LGBT owned businesses within the communities we serve.

Once again, in 2015 San Gabriel increased its overall spend with diverse businesses to a record high of over \$6 million. This was achieved notwithstanding the unfavorable comparison to 2014 due to our conversion to cash basis reporting in 2015 as requested by the Commission.

We are excited to have embarked on our first direct engagement with a vendor as part of CWA's Mentor Protégé Program, fulfilling the capacity building requirements of G.O.156. We are actively working with our mentee company, Vobecky Enterprises, and are optimistic that this will lead to future contracting opportunities.

The company, from executives and top management down to individual purchasers, remains resolute in its support of the USDP. We are pleased with our progress in 2015 and look forward to even greater utilization of diverse suppliers in 2016 and beyond.

Robert W. Nicholson  
President



# Utility Supplier Diversity Program 2015 Annual Report

## 9.1.1. Description of WMDVLGBTBE program activities – internal and external

### Internal Activities

*Participated in the Capacity Building and Technical Assistance Program, Mentor Protégé Program (MP2)*

San Gabriel has on-boarded its protégé/mentee firm, Vobecky Enterprises, Inc., MBE, WBE, SBE & SBA 8(a) Certified. Their current capabilities include:

- \* General Construction
- \* Nationwide Trucking/Logistics



Mrs. Vobecky of Vobecky Enterprises (center) receives award from Regional Black Chamber

San Gabriel’s initial mentor team of Jackie Glover (supplier diversity), Rick Swift (purchasing), met with Ms. Vobecky and Oscar Edwards of Infinity Business Solutions, Inc. and Higher Growth Strategies, LLC (IBS) for program orientation on November 5, 2015 at Vobecky Enterprises, Inc. corporate office in Glendora, Ca. The list of capacity needs identified by Ms. Vobecky was ranked according to priority and aligned with the San Gabriel’s technical assistance team ability to assist. In addition, with the help of Rick

Swift, after getting a good understanding of Vobecky’s capability, several potential contract opportunities were identified. This discussion and its conclusion resulted in agreed upon “mentor assistance to protégé” which is now a signed agreement as of November 16, 2015. Below is the scope of assistance agreed to between Vobecky Enterprises, Inc. and San Gabriel Valley Water Company;

- \* Assign a purchasing agent mentor to coordinate and introduce bid opportunities/requirements
- \* Introduction to mentor program participants in purchasing, supplier diversity, engineering and accounting to gain an understanding utility industry business requirements and build relationships
- \* Introduction to other CWA USDP committee member companies for possible bid opportunities
- \* Prime/subcontractor relationship development plan for contract opportunities in the underground water utility construction sector
- \* Target prime trucking bid and contact opportunities for pipe delivery
- \* Provide mentor advisory support regarding accounting and pricing systems

### *Formally documented Internal Utility Supplier Diversity Program*

San Gabriel took another step toward finalizing a Supplier Diversity Strategic Plan. It includes strategies for setting goals, descriptions of internal training and communication, external communication and outreach, and plans to grow and sustain DBE spend.

### *Challenges*

California's drought conditions and state emergency actions directed our focus to managing mandatory water use restrictions and customer reactions and away from internal processes for affectively managing supplier diversity data. As a result, priority for the supplier diversity internal programing initiatives were lowered in order to program our billing system to monitor state required water reduction.

## **External Activities**

### *California Water Association (CWA) Supported Activities*

A large portion of San Gabriel's Supplier Diversity Program activities and efforts are done in concert with CWA's Utility Supplier Diversity Program (USDP) Committee. This dynamic group of professionals is committed to the spirit of supplier diversity and work tirelessly to increase procurement opportunities for WMDVLGBTBEs. The committee works together to strengthen its position in the supplier diversity community by developing its own strategic plan designed to achieve individual company success.

Our Capacity Building and Technical Assistance Program, Mentor Protégé Pilot Program (MP3) launched in September, 2014 was an outstanding success. Two of the four protégés went on to become vendors for their mentor company. A video detailing the nine month effort was produced by Infinity Business Solutions to showcase the program's achievements. We are very pleased with the results of the program.



Chris Schilling delivering Executive Message

CWA's USDP Committee sponsored two events where water utility prime contractors and diverse businesses were brought together to explore sub-contracting opportunities. Over the years this outreach event has morphed into the premier conduit for introducing diverse businesses to water utility prime contractors.

The Southern California event drew over 70 people including 12 prime contractors looking for possible sub-contracting opportunities. For the first time the committee utilized the services of the Women's Business



Primes for San Gabriel Valley Water, Golden State and Cal Water Service

Enterprises Council, WBEC-West, to manage the matchmaking portion of the event.

President and CEO, Chris Schilling, of Park Water Company delivered the executive message emphasizing utility members' commitment to supplier diversity and to the benefits of a diverse supply chain.

The highlight of the event was a panel of utility prime contractors responding to questions about their sub-contracting requirements. They also responded to questions from the audience. W.A. Rasic Construction, County Pipeline, G.M. Sager and CivilTec Engineering were the panel participants.

Survey results indicated that over 75% of attendees would be extremely likely to recommend the event to friends or colleagues. When asked in the survey, "What does CWA'S Meet the Primes event do really well", a few of the comments included, "Brings top water companies to the event", "Set up primes that are looking to work with subs", and "Getting the right people together".



Tim McLaughlin, moderating panel of Primes for San Jose, Cal-Am and Cal

The Northern California event was held in September at the Villa Ragusa Convention Center in Campbell, CA. Palle Jensen, Vice President Regulatory Affairs for San Jose Water Company delivered the executive message pointing out how far the water utilities have come in attaining the GO 156 program goals. There were over 50 attendees including 10 prime contractors looking for sub-contractors. Among the primes attending were Beebe Diversified, Crosno Construction and West Valley Construction.

### Awards

In appreciation of CWA's long support of the American Indian Chamber of Commerce of California, CWA was recognized as the 2015 Warrior Award corporate recipient. The Warrior Award is the highest honor the Chamber bestows to a deserving corporate partner and tribal leader during their annual Native American Heritage Month luncheon. CWA was honored with the Warrior *Kachina* Award for their participation in



Jose Espinoza, Emma Maxey, former tribal leader Anthony Pico, Jackie Glover and Tim McLaughlin

Chamber events and activities and their keen interest in increasing contracting with American Indian people within their industry.

San Gabriel worked in concert with CWA to support advocacy groups that represent women, minority, service disabled veteran businesses and the LGBT communities. As well, our combined external outreach activities strategically leveraged our resources and manage outreach opportunities by developing:

- a criteria/scorecard for outreach selection and evaluation,
- a collective list of company procurement opportunities and needs,
- a calendar of outreach events, and
- partnerships with certain CBOs for participation on their advisory councils.



San Gabriel recognized for support of DVBA

#### *Supported Community Based Organizations*

In conjunction with CWA, San Gabriel supported many community based organizations, chambers and other associations by event sponsorship and participation.

San Gabriel was recognized for its support of the Disabled Veterans Business Alliance Turning Contacts into Contracts Event.

#### *Attended Outreach Events*

One of the most profitable events attended was the 2015 Southern California Minority Supplier Development Council's Minority Business Opportunity Day. Not only were there many excellent potential vendors, the event offered seminars geared toward education and training for not only suppliers, but for the supplier diversity professional as well.

San Gabriel purchasers understand how important outreach is to our program success. They also participated in outreach and matchmaking events in 2015.

In conjunction with the CWA USDP Committee, San Gabriel attended several events and diversity workshops throughout the year. Following is a list of those events:

#### *2015 Outreach Events*

##### *January*

- CWA Board of Director's Meeting - Anaheim
- CPUC Audit Workshop - San Francisco
- USDP Monthly Meeting - San Jose



### *February*

- CWA Board of Director's Meeting - Downey
- CUDC Monthly Meeting - Sacramento
- USDP Monthly Meeting - Coronado
- BBA 2015 Awards Dinner – Los Angeles

### *March*

- SCMSDC Minority Business Opportunity Day – Universal City
- CWA Board of Director's Meeting- San Jose
- CUDC Monthly Meeting – San Diego
- USDP Monthly Meeting - San Jose
- Joint Utilities Quarterly Meeting - San Diego
- ASTRA Supplier Best Practices Summit – San Francisco
- Los Angeles Chapter of the DVBA Monthly meeting – Los Angeles

### *April*

- WEBC-West Corporate Connection Dine Around – Los Angeles
- SBA & NGLCC'S LGBT Business Builder - Irwindale
- CPUC Small Business Expo – San Diego
- CWA USDP Committee Meeting – Fontana
- WEBC-West WebEx – Teleconference

### *May*

- SBA So Cal 8(a) Conference – Garden Grove
- Greenlining Economic Summit – Los Angeles
- CWA Board of Director's Meeting – Sacramento
- CWA USDP Committee Meeting - Sacramento
- KTP DVBE Business Alliance - Sacramento
- Connect to MET - Pasadena

### *June*

- TELACU Millennium Event – Los Angeles
- CWA USDP Committee Meeting - Ontario
- CWA USDP Meet the Primes Event - Ontario
- CWA Board of Director's Meeting – San Francisco
- Joint Utilities Quarterly Meeting – San Jose
- NWBOC “How to Leverage Your WBE Certification” - Costa Mesa

### *July*

- CWA Annual Planning Meeting – Newport Beach
- AICOC 12<sup>th</sup> Anniversary Expo – Rancho Mirage

### *August*

- CWA Board of Director's Meeting - Coronado
- CWA USDP Monthly Meeting – Long Beach
- ELITE SDVOB National Conference – Long Beach
- The Regalettes Scholarship Fundraiser – Los Angeles
- Los Angeles Chapter of the DVBA Monthly meeting – Los Angeles

### *September*

- CWA Board of Director's Meeting - Sacramento
- CWA USDP Committee Meeting – San Jose
- CWA USDP Meet the Prime Event – San Jose
- Joint Utilities Quarterly Meeting – Irwindale
- Los Angeles Chapter of the DVBA Monthly meeting – Los Angeles

### *October*

- ABA Awards Banquet – Universal City
- CPUC EnBanc – San Francisco
- CWA Board of Director's Meeting – Conference Call
- CPUC Small Business Expo – San Francisco
- NMSDC Annual Conference – San Diego
- CWA USDP Committee Meeting – Coronado
- DVBE Turning Contacts into Contracts Procurement Conference - Downey

### *November*

- CWA 74<sup>th</sup> Annual Conference - Monterey
- CWA Board of Director's Meeting - Monterey
- DVBA Salute to Veterans Breakfast – Beverly Hills
- AICOC Heritage Luncheon - Anaheim

### *December*

- Joint Utilities Quarterly Meeting – San Francisco
- CWA USDP Monthly Meeting – San Francisco

At many of these events, utility company representatives were introduced to WMDVLGBTBE suppliers with the potential for future procurement opportunities.

## 9.1.2. Summary of WMDVLGBTBE purchases/contracts

RESULTS BY ETHNICITY		Direct \$	Sub \$	Total \$	%
MINORITY MEN	Asian-Pacific	\$322,839	\$0	\$322,839	0.71%
	Black	\$30,000	\$0	\$30,000	0.07%
	Hispanic	\$1,736,898	\$510	\$1,737,408	3.83%
	Native American	\$35,765	\$0	\$35,765	0.08%
	Other*	\$0	\$0	\$0	0.00%
	<b>TOTAL MINORITY MEN</b>	<b>\$2,125,502</b>	<b>\$510</b>	<b>\$2,126,012</b>	<b>4.69%</b>
MINORITY WOMEN	Asian-Pacific	\$60,228	\$0	\$60,228	0.13%
	Black	\$9,084	\$0	\$9,084	0.02%
	Hispanic	\$97,574	\$0	\$97,574	0.22%
	Native American	\$0	\$0	\$0	0.00%
	Other*	\$0	\$0	\$0	0.00%
	<b>TOTAL MINORITY WOMEN</b>	<b>\$166,886</b>	<b>\$0</b>	<b>\$166,886</b>	<b>0.37%</b>
<b>TOTAL MINORITY (MBE)</b>		<b>\$2,292,388</b>	<b>\$510</b>	<b>\$2,292,898</b>	<b>5.06%</b>
<b>TOTAL WOMEN, BUSINESS ENTERPRISES (WBE)</b>		<b>\$1,883,221</b>	<b>\$74,793</b>	<b>\$1,958,014</b>	<b>4.32%</b>
<b>SUBTOTAL WOMEN, MINORITY BUSINESS (MWBE)</b>		<b>\$4,175,609</b>	<b>\$75,303</b>	<b>\$4,250,912</b>	<b>9.38%</b>
<b>SERVICE DISABLED VETERANS (DVBE)</b>		<b>\$223,723</b>	<b>\$0</b>	<b>\$223,723</b>	<b>0.49%</b>
<b>LESBIAN, GAY, BISEXUAL AND TRANSGENDER (LGBT)</b>		<b>\$1,779,229</b>	<b>\$0</b>	<b>\$1,779,229</b>	<b>3.93%</b>
<b>OTHER**</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL WMDVLGBTBE</b>		<b>\$6,178,561</b>	<b>\$75,303</b>	<b>\$6,253,864</b>	<b>13.80%</b>
<b>NET PROCUREMENT***</b>		<b>\$45,305,101</b>			

NOTE: \*FIRMS WITH MULTI MINORITY OWNERSHIP STATUS

\*\* FIRMS CLASSIFIED AS 8(a) OF SMALL BUSINESS ADMINISTRATION INCLUDES NON-WMDVLGBTBE

\*\*\*NET PROCUREMENT INCLUDES PURCHASE ORDER, NON-PURCHASE ORDER, AND CREDIT CARD DOLLARS

DBE PROCUREMENT BY PRODUCT AND SERVICE CATEGORIES								
			PRODUCT		SERVICE		TOTAL	
			\$	%	\$	%	\$	%
Minority Men	Asian-Pacific	Direct	261,907.07	0.58	60,932.53	0.13	\$ 322,839.60	0.71
	Black	Direct	-	0	30,000.00	0.07	\$ 30,000.00	0.07
	Hispanic	Direct	86,953.80	0.19	1,649,944.60	3.64	\$ 1,736,898.40	3.83
	Native American	Direct	-	0	35,765.14	0.08	\$ 35,765.14	0.08
	Other	Direct	-		-		\$ -	0
<b>Total Minority Men</b>		Direct	\$ 348,860.87	0.77	\$1,776,642.27	3.92	\$ 2,125,503.14	4.69
Minority Women	Asian-Pacific	Direct	60,228.64	0.13	-	0	\$ 60,228.64	0.13
	Black	Direct	9,084.99	0.02	-	0	\$ 9,084.99	0.02
	Hispanic	Direct	-	0	97,575.16	0.22	\$ 97,575.16	0.22
	Native American	Direct	-		-	0	\$ -	0
	Other	Direct	-		-	0	\$ -	0
<b>Total Minority Women</b>		Direct	\$ 69,313.63	0.15	\$ 97,575.16	0.22	\$ 166,888.79	0.37
<b>Total Minority Business Enterprises (MBE)</b>		Direct	\$ 418,174.50	0.92	\$1,874,217.43	4.14	\$ 2,292,391.93	5.06
Women Business Enterprises (WBE)		Direct	607,910.92	1.34	1,275,311.06	2.81	\$ 1,883,221.98	4.15
<b>Total Women, Minority Business Enterprises (MWBE)</b>		Direct	\$ 1,026,085.42	2.26	\$3,149,528.49	6.95	\$ 4,175,613.91	9.21
Service Disabled Veteran Business Enterprises (DVBE)		Direct	-	0	223,723.05	0.49	\$ 223,723.05	0.49
Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		Direct	-	0	1,779,229.30	3.93	\$ 1,779,229.30	3.93
Total Other 8(a)**		Direct	-		-	0	\$ -	0
<b>TOTAL WMDVBE</b>		Direct	\$ 1,026,085.42	2.26	\$5,152,480.84	\$ 11.37	\$ 6,178,566.26	13.63
<b>Total Product Procurement</b>			\$ 12,850,722.73					
<b>Total Service Procurement</b>			\$ 32,454,378.34					
<b>Net Procurement</b>			\$ 45,305,101.07					

WMDVLGBTBE PROCUREMENT BY STANDARD INDUSTRIAL CLASSIFICATION CODES - DETAIL

SIC Code	Asian-Pacific American		African American		Hispanic American		Native American		Other		Total Minority Business (MBE)	Women Business Enterprises (WBE)	Disabled Veterans Business Enterprises (DVBE)	Lesbian, Gay, Bisexual, Transgender Business Enterprises (LGBT)	Other*	TOTAL WMDVLGBTBE	Total Spend
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women							
	\$	%	\$	%	\$	%	\$	%	\$	%							
14											0					0	38,390.33
											0					0	0.08
15											0					0	3,405,993.89
											0					0	7.52
16							35,765.14				35765.14			1,779,229.30		1814994.44	2,085,261.59
							0.08				0.08			3.93		4.01	4.61
17					5,244.89						5244.89		223,723.05			228967.94	11,345,941.42
					0.01						0.01		0.49			0.5	25.04
25	4,568.16										4568.16					4568.16	4,568.16
	0.01										0.01					0.01	0.01
28											0					0	8,938.03
											0					0	0.02
29											0					0	10,261.51
											0					0	0.02
32											0					0	558,976.12
											0					0	1.23
34											0					0	43,984.69
											0					0	0.1
35											0					0	1,465,568.85
											0					0	3.23
36											0					0	287,232.26
											0					0	0.63
38											0					0	95,307.29
											0					0	0.21
39	167,712.00										167712					167712	887,580.39
	0.37										0.37					0.37	1.96
46											0					0	1,928,962.84
											0					0	4.26
48											0					0	222,562.84
											0					0	0.49
50											0					0	6,191.03
											0					0	0.01
51											0	31,491.57				31491.57	62,887.10
											0	0.07				0.07	0.14
52											0	60,112.68				60112.68	135,810.21
											0	0.13				0.13	0.3
54											0					0	36,049.65
											0					0	0.08
55					189,920.84						189920.84	516,077.11				705997.95	752,230.41
					0.42						0.42	1.14				1.56	1.66

WMDVLGBTBE PROCUREMENT BY STANDARD INDUSTRIAL CLASSIFICATION CODES - DETAIL

SIC Code	Asian-Pacific American		African American		Hispanic American		Native American		Other		Total Minority Business (MBE)	Women Business Enterprises (WBE)	Disabled Veterans Business Enterprises (DVBE)	Lesbian, Gay, Bisexual, Transgender Business Enterprises (LGBT)	Other*	TOTAL WMDVLGBTBE	Total Spend	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women								
56	\$										0					0	120.96	
	%										0					0	0.00	
57	\$										0					0	16115.81	
	%										0					0	0.04	
59	\$	89,626.91		9,084.99	86,953.80						185665.7	332,519.94				518185.64	5,057,839.14	
	%	0.2		0.02	0.19						0.41	0.73				1.14	11.16	
60	\$										0					0	784,563.79	
	%										0					0	1.73	
63	\$										0					0	3,408,565.95	
	%										0					0	7.52	
64	\$										0					0	500.00	
	%										0					0	0	
65	\$										0					0	1,250.00	
	%										0					0	0	
67	\$										0					0	538,425.00	
	%										0					0	1.19	
70	\$										0					0	1,883.52	
	%										0					0	0	
73	\$	19,130.81	768.00	30,000.00		831,809.37					881708.18	911,793.46				1793501.64	3,227,833.93	
	%	0.04	0.00	0.07		1.84					1.95	2.01				3.96	7.13	
75	\$						72,316.61				72316.61					72316.61	626,115.10	
	%						0.16				0.16					0.16	1.38	
76	\$						25,258.55				25258.55					25258.55	167,691.85	
	%						0.06				0.06					0.06	0.37	
80	\$										0					0	2,502,201.20	
	%										0					0	5.52	
81	\$										0					0	470,705.94	
	%										0					0	1.04	
82	\$										0					0	10,874.00	
	%										0					0	0.02	
87	\$	32,105.00				98,837.00					130942	2,755.00				133697	1,002,396.94	
	%	0.07				0.22					0.29	0.01				0.3	2.22	
89	\$	9696.72	59460.64			524132.5					593289.86	28472.22				621762.08	4,105,319.33	
	%	0.02	0.13			1.16					1.31	0.06				1.37	9.06	
TOTAL \$	\$	322,839.60	\$60,228.64	\$30,000.00	\$ 9,084.99	\$1,736,898.40	\$97,575.16	\$35,765.14	\$ -	\$ -	\$ -	\$2,292,391.93	\$1,883,221.98	\$ 223,723.05	\$1,779,229.30	\$ -	\$6,178,566.26	\$ 45,305,101.07
TOTAL %		0.71	0.13	0.07	0.02	3.84	0.22	0.08	-	-	-	5.07	4.15	0.49	3.93	-	13.64	100.00

### 9.1.3. Itemization of WMDVLGBTBE program expense

Expense Category	2015 (Actual)
Wages	\$61,109.65
Other Employee Expenses	\$9,043.54
Program Expenses	\$2,417.91
Reporting Expenses	0
Training	0
Consultant	0
Other Expenses (including CWA expenses)	\$24,399.95
<b>TOTAL PROGRAM EXPENSES:</b>	<b>\$96,971.05</b>

### 9.1.4. Description of progress in meeting or exceeding set goals

Category	Current Year Results	Current Year Goals
Minority Business Enterprises (MBE)	5.06%	11.0%
Women Business Enterprises (WBE)	4.32%	4.5%
Service Disabled Veteran Business Enterprises (DVBE)	0.49%	0.5%
Lesbian, Gay, Bisexual, Transgender Business Enterprises (LGBT)	3.93%	0.0%
Other**	0.0%	0.0%
<b>TOTAL WMDVLGBTBE</b>	<b>13.80%</b>	<b>16.0%</b>

#### *Explanation of circumstances*

This is the first year that San Gabriel reported spend on a cash basis rather than an accrual basis. That caused our percentage of actual spend to be lower than anticipated.

Our procurement with WMDVLGBTBEs in 2015 totaled \$6,178,561 in direct spend, compared to \$5,446,441 in 2014. Additionally, we are glad to report \$75,303 in indirect spend bringing our total spend to \$6,253,864.

The number of certified WMDVLGBTBEs we did business with in 2015 dropped from 53 in 2014 to 43.

### 9.1.5. Summary of prime contractor utilization of WMDVLGBTBE subcontractors

	Minority Male	Minority Female	Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)	Women Minority Business Enterprise (WMBE)	Service Disabled Veterans Enterprise (SDVBE)	Lesbian, Gay, Bisexual, Transgender Business Enterprises (LGBT)	Other*	TOTAL WMDVLGBTBE
Direct \$	2,125,502	166,886	2,292,388	1,883,221	4,175,609	223,723	1,779,229	0	<b>\$6,178,561.00</b>
Subcontracting \$	510	0	510	74,793	75,303	0	0	0	<b>\$75,303.00</b>
<b>Total \$</b>	<b>\$2,126,012.00</b>	<b>\$166,886.00</b>	<b>\$2,292,898.00</b>	<b>\$1,958,014.00</b>	<b>\$4,250,912.00</b>	<b>\$223,723.00</b>	<b>\$1,779,229.00</b>	<b>0</b>	<b>\$6,253,864.00</b>
Direct %	4.69	0.37	5.06	4.32	9.38	0.49	3.93	0	<b>13.80</b>
Subcontracting %	0.0	0.0	0.0	0.0	0.0	0.00	0.00	0	<b>0.0</b>
<b>Total %</b>	<b>4.69%</b>	<b>0.37%</b>	<b>5.06%</b>	<b>4.32%</b>	<b>9.38%</b>	<b>0.49%</b>	<b>3.93%</b>	<b>0</b>	<b>13.80%</b>
<b>Net Procurement</b>	<b>\$45,305,101.00</b>								



### **9.1.6. List of WMDVLGBTBE complaints**

San Gabriel received no complaints and none were filed relative to its USDP.

### **9.1.7. Description of efforts to recruit WMDVLGBTBE suppliers in procurement categories where WMDVLGBTBE utilization is low**

#### *Legal*

San Gabriel utilizes in-house General Counsel for most routine legal issues. The company's General Counsel is aware of the goal to seek to include WMDVLGBTBEs in the bid/procurement process.

#### *Finance*

San Gabriel utilizes a DBE to provide audit and tax services including tax return preparation and advisory services. The company's Vice President and Treasurer are aware of the goal to seek to include WMDVLGBTBEs in the bid/procurement process.

#### *Highly Technical*

While the number of DBE engineering consulting firms in this area is small, San Gabriel was able to utilize DBEs to provide studies and reports dealing with highly technical water resource planning, environmental compliance issues, general civil engineering, and water quality testing.

IT product acquisition is another area where San Gabriel utilizes a minority owned business. San Gabriel's IT Manager and Director of Engineering are aware of the goal to seek to include WMDVLGBTBEs in the bid/procurement process.



# 2016 ANNUAL PLAN

### 10.1.1. Short- mid- and long term goals for the utilization of WMDVLGBTBEs

Category	Short Term Goals	Mid Term Goals	Long Term Goals
Minority Owned	15.0%	15.0%	15.0%
Women Owned	5.0%	5.0%	5.0%
Service Disabled Veteran Owned	1.5%	1.5%	1.5%
Lesbian, Gay, Bisexual, Transgender Owned	0.0%	0.0%	0.0%
Other*	0.0%	0.0%	0.0%
Total	21.5%	21.5%	21.5%

### 10.1.2. Description of WMDVLGBTBE program activities

#### Internal Activities

##### *Continue work on improving internal supplier diversity data processing*

Several tasks are in the data processing departments queue to better manage vendor profiles and purchasing data in order to enhance our supplier diversity efforts. These include a “user friendly” data entry screen to expedite vendor profile modifications, and a program to compare our accounts payable system to the clearinghouse database in search of possible vendor matches.

##### *Establish a plan to sustain growth in diversity spend*

We will continue work to create an evaluation protocol to monitor and correct supplier issues before they become insurmountable thus insuring a long and prosperous supplier/utility relationship.

##### *Develop formal outreach to prime contractors*

San Gabriel will attempt one-on-one meetings with our primary non-diverse construction contractors to emphasize their role in assisting us to meet the goals of GO 156.

#### External Activities

San Gabriel will continue its collaborative work through CWA to bring procurement and growth opportunities to women, minority, service-disabled veterans and LGBT businesses. Those plans include a Capacity Building and Technical Assistance Program, and Meet the Primes events. As well, as a member of CWA, San Gabriel will continue its involvement with CBO’s and Chambers of Commerce through memberships and participation in their outreach events.

San Gabriel will seek to support certain advocacy groups in our local communities.

### **10.1.3. Plans for recruiting WMDVLGBTBE suppliers where WMDVLGBTBE utilization is low**

San Gabriel will continue to seek to identify and recruit WMDVLGBTBEs in areas where their utilization is low by supporting events targeted at these areas. Purchasers of these services will be reminded of the importance to attend these events and to make every reasonable effort to retain WMDVLGBTBEs when opportunities arise.

WMDVLGBTBEs that provide engineering consulting services may be considered as protégés in our Capacity Building and Technical Assistance Program in order to mentor them in the areas of highly specialized water issues studies and reporting.

### **10.1.5. Plans for encouraging prime contractors and grantees to engage WMDVLGBTBEs**

San Gabriel, in connection with CWA, will sponsor a prime contractors meeting with the primary goal to educate our prime contractors on ways to assist us in meeting program goals, and secondly to facilitate relationships between primes and DBEs.

San Gabriel will attempt one-on-one meetings with our primary non-diverse construction contractors to emphasize their role in assisting us meet the goals of GO 156.

Procurement documents will be modified to include our commitment to Supplier Diversity and encourage prime contractors to sub-contract work done on our behalf to WMDVLGBTBEs.

### **10.1.6. Plans for complying with WMDVLGBTBE program guidelines**

San Gabriel will take steps to finalize its internal Utility Supplier Diversity Program Strategic Plan. This plan details strategies to implement an outreach program to inform and recruit WMDVLGBTBEs for inclusion in its contracting and procurement opportunities. It will also attempt to include a DBE sustainability plan and a 2<sup>nd</sup> tier program.

San Gabriel is pleased with our progress towards the utilization of WMDVLGBTBEs. Our objective is to continue that growth through these efforts.

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Cover photo  
The Sandhill Surface Water Treatment Plant  
Fontana Water Company

