



## **Board of Directors Agenda Report**

**MEETING DATE:** MAY 28, 2020 **ITEM NUMBER:** 10F

**SUBJECT:** Consideration of and Vote on Whether or Not to Approve Letter to Area Project Management Firms Specifying Process for Applying for State Approval

**DATE:** May 22, 2020

**FROM:** Michele Richards, CEO

**PRESENTATION BY:** Michele Richards, CEO

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### **RECOMMENDATION**

At the Board of Directors' discretion.

### **BACKGROUND**

At the February, 2020 Board meeting, Directors La Belle and Rubalcava-Garcia recommended that staff draft a letter to area project management firms informing them of the process for applying to the California Department of General Services (DGS) to become approved to serve as an authorized project manager for capital projects at the OC Fair & Event Center. Currently only DGS and California Construction Authority (CCS) are authorized to provide that service.

The Board will review the draft letter provided by staff.



Date:

To:

Re: Invitation to Apply to Become an Approved Project Management Firm for Projects at the  
OC Fair & Event Center

Dear \_\_\_\_\_,

The 32nd District Agricultural Association, the *OC Fair & Event Center*, is a 150-acre multi-use property owned and operated by the State of California through the Department of Agriculture, Division of Fairs & Expositions.

The OC Fair & Event Center engages in multiple capital projects each year which currently can either be managed by the California Construction Authority (CCA) or the California Department of General Services (DGS). The purpose of this letter is to invite you to apply to become a certified service provider for the State of California enabling you to do business in this capacity at the OC Fair & Event Center.

The first step to selling goods/services and becoming a vendor with the State is to complete the New Bidder Registration with [www.Caleprocure.ca.gov](http://www.Caleprocure.ca.gov). While this is not a requirement, this will help you get notification regarding the upcoming invitations for bid, contracts, etc.

Next, if you meet the Small Business and/or DVBE eligibility requirements, please log into Caleprocure and get certified. This will help your firm enjoy the benefits of a certified business, such as an SB preference or DVBE incentive, SB prompt payment, a competitive edge in the contracts using the SB/DVBE option method, and priority in bids/solicitations review over non-certified firms.

Even if your business does not qualify for certification, it is still possible to do business with the State. For more information about getting certified please visit, <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>.

Please don't hesitate to contact me should you have questions.

Sincerely,

Michele A. Richards  
Chief Executive Officer