



COUNTY OF LOS ANGELES

Internal Services Department

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Los Angeles, California 90063



Dave Lambertson
Director

To enrich lives through effective and caring service.

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September 22, 2005

To: Each Supervisor

From: Dave Lambertson, Director 

Subject: **OFFICE OF SMALL BUSINESS STATUS REPORT**

The Office of Small Business (OSB) officially transferred from the Community Development Commission (CDC) to the Internal Services Department (ISD) on April 18, 2005. This memorandum is to update your office on OSB's small business outreach activities and plans.

OSB continues in its role as the County's primary advocacy and educational organization offering major workshops and marketplace events, monthly training classes and individual counseling services to small businesses Countywide. Some of the activities that have occurred during the last several months include the Small Business "Boot Camp" and the development of the Small Business "Yellow Pages."

Small Business "Boot Camp"

As mentioned in our March 10, 2005 memo, ISD, in collaboration with the Office of Affirmative Action (OAAC) and OSB conducted a Small Business "Boot Camp" to help small businesses understand the County's purchasing and contracting processes.

Four half-day sessions were held in April 2005 and were very well received by the small business vendors in attendance. In addition to the group presentations, vendors had an opportunity to speak one on one with ISD's Purchasing and Contracting managers and OSB and Department of Public Works (DPW) representatives. OAAC provided hands on assistance to vendors who wanted to register in the County's Small Business Enterprise Preference program.

Additionally, ISD and OSB have been advised by the Productivity and Quality Commission that the Small Business "Boot Camp" program has been nominated for a 2005 Top Ten Productivity and Quality Award.

Small Business "Yellow Pages"

ISD is in the final stages of developing a web-based Small Business "Yellow Pages." The electronic version will reside on ISD's "Doing Business with the County" Internet website and will include names and contact information, as well as the services and/or commodities that each small business provides.

To date approximately 85 small businesses have responded to our requests to provide brief descriptions of their services/products for inclusion in the "Yellow Pages." Once completed, the directory will also be available in printed form and a copy will be provided to your office. Copies will also be distributed to all County departments' procurement personnel to encourage them to purchase services and supplies from small businesses. A sample page of the directory is attached for illustrative purposes.

Ongoing OSB Activities

Procurement Technical Assistance Center Workshops

Since 2000, the Office of Small Business has applied for and received an annual Federal grant through the Department of Defense Logistics Agency for its Office of Small Business/Procurement Technical Assistance Center (OSB/PTAC). The grant funds approximately thirty workshops, training sessions and individual counseling sessions annually for businesses that want to compete for County, other local agency, State and Federal government contracts. The workshops and training sessions are scheduled at various locations in the County. Since 2000, the OSB/PTAC has worked with over 4,000 businesses in its outreach and education role.

OSB/PTAC is exploring partnering with other local agencies such as Metropolitan Water District and the Los Angeles Region Small Business Development Center to further enhance its outreach efforts.

County Contracting Connections Workshops

OSB continues to work with Board Offices and other County departments on staging the County Contracting Connections Workshops (CCW). These provide a platform for businesses to network and market with County departments, learn what opportunities are available and how to effectively compete for contracts.

During the past sixteen months CCWs have been held in:

- ✓ Arcadia March 2004
- ✓ Whittier August 2004
- ✓ Irwindale October 2004
- ✓ Van Nuys June 2005

We are currently working with County departments to schedule the next workshop in the fall of 2005.

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Future OSB Activities

Two areas of focus for OSB in the 2005-06 fiscal year are revitalization of the small business liaison function within County departments and to create a formalized process to resolve vendor payment delays.

Departmental Liaisons

Each County department has a designated Small Business Liaison. During this fiscal year OSB will be conducting training for the liaisons to ensure departments are providing opportunities for small businesses. All of the liaisons will be provided a copy of the Small Business "Yellow Pages".

Small Business Payment Liaison

As part of our Strategic Plan for FY 2005-06, ISD will work with the Auditor-Controller to establish a "Vendor Payment Liaison" function exclusively dedicated to small business. The purpose of this initiative would be to establish a single point of contact for small businesses to call to resolve payment delays (i.e., as opposed to having to contact a variety of County departments), as well as to establish special payment protocols where needed at the time a purchase order or contract is awarded to a small business. ISD and the Auditor-Controller will work together to develop criteria in this regard.

If you have any questions, please call me, or your staff may contact Joe Sandoval, Purchasing Division Manager, at (323) 267-2670 or via e-mail at jsandoval@isd.co.la.ca.us.

DL:DB:DC:sg
Attachment

c: David Janssen, Chief Administrative Officer
Dennis Tafoya, Office of Affirmative Action Compliance

ISD Vendor Yellow Pages

SAMPLE

Abrasives - Automotive

Abrasives	
Advanced Infrastructure Technologies, L.L.C. John J Pujol	310 532 9050
Industrial Specialty Products Paula J Mullan	562 463 8999
Acoustical Tile, Insulating Materials, And Supplies	
American Utility Products Praful Pandya	626 335 2753
Extreme Safety L.L.C. Roxanne Poucher	310 856 0166
Industrial Specialty Products Paula J Mullan	562 463 8999
Panish Construction Corpdba Construction Systems Sharon Sharon.....	818 992 1975
Addressing, Copying, Mimeograph, And Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, etc.	
American Office Products Alan Bennett	818 886 9144 22
BUSINESS PRODUCTS UNUSUAL	
Computer Supplies (Back Up Tapes, Cd, Dvd, Diskettes), Printer, Copier, And Fax Machine Supplies (Toner Cartridge, Ink Cartridge, Drum, Parts), Office Supplies, Office Furniture, Breakroom Supplies, Safety Supplies, Janitorial Supplies. David Matloob.....	213 741 1442
Price Copy Systems Leonard Barnett	818 752 0010
Agricultural Equipment, Implements, and Accessories (See Class 022 For Parts)	
Garvey Equipment Company John Fernandez.....	626 285 4150
Toro's Lawnmower, Garden & Chainsaw Center	818 248 3886
Air Compressors And Accessories	
Extreme Safety Llc Roxanne Poucher	310 856 0166
Industrial Specialty Products Paula J Mullan	562 463 8999
Air Conditioning, Heating, And Ventilating: Equipment, Parts And Accessories (See Related Items In Class 740)	
Biz Nook Corporation Tad Robinette	562 407 9331
Extreme Safety Llc Roxanne Poucher	310 856 0166
FIELD TECHNOLOGY INC.	
Field Technology Provides Industrial Equipment Repairs, Pumps, Mixers, Movs, Rotating Equipment, Machine Shop Fabrication Capabilities, Electrical Industrial Control Trouble-Shooting John Speegle.....	562 590 0460
Industrial Specialty Products Paula J Mullan	562 463 8999

J G Tucker & Son Inc Carolyn Carolyn.....	909 394 7475 227
West Sanitation Services Chris Ratay.....	310 793 4242
Aircraft And Airport, Equipment, Parts, And Supplies	
Advanced Infrastructure Technologies, L.L.C. John J Pujol.....	310 532 9050
B & W Communications, Inc. Gavin G Rowatt.....	562 921 2067
Extreme Safety Llc Roxanne Poucher.....	310 856 0166
Aircraft Operations Services	
Halfcity Productions Deb Halberstadt	626 794 6358
I K Curtis Services Inc Joan Curtis	818 842 5127
Amusement, Decorations, Entertainment, Toys, Etc.	
Brand Central Promotions, LLC Dina Heidger	310 379 3144
Grafiks Etc. Lawrence G Norman	562 989 6555
Industrial Strengthadvertising Alex Couchman	818 223 9426
KC Specialty Products Cliff Wong.....	310 914 5405
Promoidea Lizette Ortiz-Julia.....	310 394 0131
Appliances And Equipment, Household Type	
Aurora Industrial Hygiene, Inc Grace Rinck.....	562 988 8993
Avum, Inc. Randall Mora	310 457 8263 100
CALDWELL ARCHITECTS	
Caldwell Architects has been providing full architectural services for over 28 years. We are a design award-winning firm that has been recognized on a Local, State and National level. We provide projects that are well designed, managed and constructed. John Caldwell	
Dean Ryan Consultants & Designers, Inc. Wanda Martinez	213 687 1130 210
Digi-Gear Eric B Lane.....	818 704 9955
Invantas Solutions Corp. Jeffrey Young	213 926 3106
Raw International Steven G Lott	213 622 4993
Swift Lee Office Gloria Lee.....	323 227 9957
The Luckman Partnership, Inc. Roger Chikhani.....	818 557 8500
Wagner Engineering & Survey, Inc. Stephanie Wagner.....	818 892 6565
Architectural Services, Professional	
Avum, Inc. Randall Mora	310 457 8263 100

CALDWELL ARCHITECTS	
Civil Engineering Services including Street, Sewer, Storm Drain, Grading, Water Design. Land Surveying Services including Boundaries, Alta's, Topographic, Aerial Control, Mapping, GPS and Construction Staking Cadd Services In Autocad & Microstation John Caldwell.....	
Chu + Gooding Architects Annie Chu	323 222 6268
Construction Hardware Dan Stewart	909 594 9093
Global Custom Security Inc. Delany Broussard	818 889 6900
I K Curtis Services Inc. Joan Curtis.....	818 842 5127
L Tech Network Services, Inc. David Mcmonigle	562 222 1121
New Creation Builders Brian Chun.....	562 804 0478
Novus Construction Sam Haddad.....	818 700 2649 17
Panish Construction Corpdba Construction Systems Sharon Sharon.....	818 992 1975
Parker Lighting, Inc. Louis Hirsch.....	310 674 8193
Raw International Steven G Lott	213 622 4993
S.P. Pazargad Eng. Const. Inc. Perry Pazargad	818 901 8883
Spohn Ranch, Inc. Brian Moore	626 330 5803
Swift Lee Office Gloria Lee	323 227 9957
The Luckman Partnership, Inc. Roger Chikhani	818 557 8500
Wildhirt Fowlkes Graphics, Inc. Emily Wildhirt	323 937 4432
Yokotake Design Mike Yokotake	310 558 3565
Art Equipment and Supplies	
BUSINESS PRODUCTS UNUSUAL	
Computer Supplies (Back Up Tapes, CD, DVD, Diskettes), Printer, Copier, and FAX Machine Supplies (Toner Cartridge, Ink Cartridge, Drum, Parts), Office Supplies, Office Furniture, Breakroom Supplies, Safety Supplies, Janitorial Supplies David Matloob	
Automotive Accessories for Automobiles, Buses, Trucks, etc.	
Advanced Infrastructure Technologies, L.L.C. John J Pujol	310 532 9050
Biz Nook Corporation Tad Robinette	562 407 9331