Attachment L

Sample Welcome and Closing Remarks

Welcome and Closing Remarks

Welcome

- Good morning. My name is Tiffani Alvidrez and I work for Caltrans in the Office of Civil Rights.
- I would like to welcome you to today's Small Business Procurement Fair.
- This is our first Small Business Procurement Fair to be held in Northern California and we are excited at the prospect of hosting many more in the future.
- The purpose of a procurement fair is to provide small businesses with an opportunity to do business with Caltrans in a forum outside of the multi-million dollar construction contract.
- Caltrans is committed to increasing our small business participation and meeting our 25% small business participation goal.
- At today's fair, we have Caltrans buyers standing at the ready in the Shasta Room ready to make on-the-spot purchases of your goods.
- We have also provided you with an opportunity to network with some of our partners such as the Small Business Development Centers and SBA who can provide you with assistance in how to grow your business.
- We have our state partner, the Department of General Services; here to discuss the benefits of becoming a state certified small business.
- We encourage you to make your rounds both in this room as well as the next.
- Engage conversation with one of our Caltrans purchasers and at the very least, exchange business cards.
- While we encourage you to buy-buy-buy and sell-sell-sell, we also encourage you to network.
- A contact today could lead to a business opportunity tomorrow.
- Again, welcome and thank you for attending our small business procurement fair.
- At this time I'd like to invite the Director of the Department of Transportation, Mr. Will Kempton, to say a few words followed by Kathy Kossick, the Executive Director of SETA and Jody Jones, the District Director for District 3 (Marysville).

Purchasing Instructions

- We will conduct all purchasing in the Shasta Room.
- Caltrans purchasers are positioned at their tables with stanchions to identify their division name and the types of items they will be purchasing today.
- We will not ring bells or call a halt to the purchasing session until 2PM.
- If we determine that our purchasers need a break, we will suspend purchasing for a brief period of time and resume shortly thereafter until 2PM.
- This is an open purchasing session and small businesses are encouraged to approach the stations that intend to buy those products that you are here to sell.
- Each station has Direct Quote Worksheets that Caltrans purchasers will complete for each transaction.
- If you, as a small business have not conducted business with Caltrans in the past and do not have a Payee Data Record or CALCard Certificate on file with Caltrans Accounting, please do not leave this building today without completing them at the Registration desk.
- The Payee Data Record and CALCard Certificates are an Accounting requirement and makes it possible for us to promptly pay you when you submit your invoice for today's sales and purchases.
- Should you have any questions, feel free to ask me, the runners in the green vests or any Caltrans staff at the Registration table.

Closing Remarks

- Thank you again for attending today's procurement fair.
- Thank you CALCard Holders for participating, purchasing and for your contribution in making this first Small Business Fair a success.
- As a reminder, any additional purchases that you make over the next 30 days may be counted towards today's procurement fair totals if you purchase from one of the small business that attended today's fair.
- And finally, thank you SETA for hosting us today. We look forward to working more closely with you and a continued partnership.