

## Supplier Diversity Program Training for Prime Suppliers

PG&E provides training to its prime suppliers to support the growth and development of their supplier diversity programs, and to support their accurate reporting of diverse subcontracting. PG&E distributes a detailed Prime Supplier Program Guide and holds recurring monthly prime supplier webinar trainings. A number of one-on-one trainings and workshops are also conducted on an as-needed basis for new and existing prime suppliers.

PG&E's **Prime Supplier Program Guide** is available online and includes the following topics:

- Section 1. The Prime Supplier Program Components
- Section 2. Establishing Your Supplier Diversity Program
  - Introduction
  - What Constitutes a Program?
  - Goals
  - Corporate Commitment and Leadership
  - Developing a Plan for Success
  - Tracking and Reporting Process
  - Continuous Improvement Measures
- Section 3. Preparing and Submitting Your Annual Plan
  - Step 1: Estimate Your Projected Sales
  - Step 2: Establish Your Supplier Diversity Program Goals
  - Step 3: Develop Your Action Plan to Achieve Results
  - Step 4: Identify Opportunities for Subcontracting and VAR arrangements
  - Step 5: Submit Your Annual Plan to PG&E
- Section 4. Achieving Your Results
  - Internal Research
  - Outreach Program
  - Mentoring and Development Program
- Section 5. Submitting Your Monthly Results
  - Who Must File a Monthly Report?
  - When Are Monthly Reports Due?
  - What is the Reporting Process?
  - Calculating Your Participation Achievement for the Month
  - Step 1: Calculate Your Actual Revenues
  - Step 2: Calculate Your Actual Participation
  - Step 3: Submit Your Monthly Results to PG&E
  - Accuracy and Documentation of Subcontracting Results
  - Where to Get Assistance
- Section 6. Appendix

**Monthly Prime Supplier Program Webinar Trainings** are scheduled on the first Tuesday of each month and include the following topics:

1. Understanding PG&E's Supplier Diversity Commitment
2. Prime Supplier Program Responsibilities and Components
3. Components of a Successful Supplier Diversity Plan
4. How to Accurately Report and Document Your Subcontracting Results
5. Supplier Diversity Certification and Resources

All Prime Supplier Program training materials have been updated to include guidelines regarding accurate reporting and documentation of diverse subcontracting. The following letter was also recently communicated to all prime suppliers to highlight these reporting guidelines.



**Gun Shim**  
Vice President, Supply Chain  
P.O. Box 770000  
San Francisco, CA 94177-0001

Dear Supplier,

For more than three decades, PG&E has been committed to creating a robust Supplier Diversity Program. In 2012, we reached a tremendous milestone by spending over \$2.0 billion with Diverse Business Enterprises (DBEs), representing 38.8 percent of PG&E's total procurement spend. Our prime suppliers reported a collective \$610 million in subcontracting with DBEs last year and we expect you to continue to grow your supplier diversity programs alongside PG&E.

As you prepare and finalize your 2013 reports to PG&E on supplier diversity subcontracting, I want to remind you that accuracy of reported DBE subcontracting dollars is critical. I also urge you, whenever possible, to make subcontractor payments in the year the work was completed and report those payments within the calendar year that PG&E pays you for the related goods and services. In preparing your reports, please make sure to adhere to the following guidelines:

- Reported subcontracting dollars must be directly related to PG&E work.
- Reported subcontracting dollars must reflect payments made to suppliers, net of any voided transactions, estimates, early payment discounts, markups, etc.
- Records to document your subcontracting dollars must be kept for a period of three years. These records should clearly document that the work performed was for PG&E and that payment was made to the subcontractor.

PG&E's Prime Supplier Program (PSP) establishes and maintains a subcontracting program for purchases/contracts exceeding \$500,000. PG&E's Prime Supplier Guide is designed to provide you with tools to develop a successful supplier diversity program and accurately report your subcontracting successes to PG&E. This guide can be found at the following link:  
<https://cvmas10.cvmsolutions.com/pge/default.asp>

PG&E also conducts monthly Prime Supplier Training Webinars, held on the first Tuesday of each month. You are invited to participate in any of these webinars to advance your understanding of the Prime Supplier Program, including reporting requirements. Details are attached to this letter.

Should you have any questions, please contact our Prime Supplier Program Manager, [Redacted] at [Redacted]. We look forward to continuing our work together to support the growth of diverse businesses and the economic vitality of the communities that PG&E serves.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gun Shim', with a stylized flourish at the end.

Gun Shim  
Vice President, Supply Chain Management

*Pacific Gas and Electric Company*



## PG&E Prime Supplier Program Training Webinars

**Date:** First Tuesday of each month

**Time:** 9:30 a.m. - 10:30 a.m. PST

**To join the meeting from a BlackBerry, iPhone, or Android device:**

Redacted passcode Redacted

**To join the meeting from your computer and be automatically dialed, [click here](#).**

**To join the meeting manually:**

1. Dial the toll free number or the number closest to your location:

Redacted

2. Enter the Meeting Number: Redacted  
*(Be sure to enter the \* star key before and after the Meeting Number)*
3. If you are the Moderator, enter your \*PIN\*  
*(Be sure to enter the \* star key before and after your PIN)*

**If you do not already have the Genesys Meeting Center application, [click here to install](#).**

(Required for Presenter capabilities, Desktop VoIP and/or Video access)