

STEP 4. LOOK INTO BECOMING A CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) CONTRACTOR

DGS, Procurement Division establishes agreements with businesses who offer products and/or services available through current Federal General Services Administration (GSA) multiple award schedules. CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive.

State and local governmental agencies shop and compare CMAS for the best value, e.g., best price, product, service, etc., and place orders directly with these businesses. Use of CMAS is optional.

Find out more about CMAS at www.dgs.ca.gov/pd/CMAS or phone (916) 375-4363



STEP 5. MARKET YOUR BUSINESS TO STATE AGENCIES

Once you become a certified firm or a CMAS contractor your business information is included in databases accessible to State purchasing officials. However, you must still market your products and services to state agencies.

- Most state agencies have an Advocate to disseminate information on pending solicitations to SBs/DVBEs, ensure prompt payments and resolve contracting issues. Find the Advocates at www.dgs.ca.gov/pd/advocate
- Some state agencies have delegated purchasing authority to allow them to contract directly with vendors. Find out which agencies have delegated purchasing authority at www.dgs.ca.gov/pd/delegated
- Find out what state agencies buy and the dollar amount of the contracts. Go to www.dgs.ca.gov/pd/SCPRSdata
- Certain other local government and industry partners honor the State's SB/DVBE certification. Visit www.dgs.ca.gov/pd/reciprocity
- The California Online Directory provides access to state government information and services including employee phone numbers, agency information, and a government organization chart. www.cold.ca.gov
- Keep up-to-date on news and events relevant to the SB/DVBE community. Access www.dgs.ca.gov/pd/communicationsoutreach
- If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA and receive payment in two to three days. If you do not currently accept credit card payments, contact your bank to determine how to do this.

www.dgs.ca.gov/pd

DGS

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California Department of General Services
Procurement Division
DGS

How to do Business with California State Government

A 5-STEP PROCESS

STEP 1 REGISTER YOUR BUSINESS

Register your business with eProcurement.

- Go to www.eprocure.dgs.ca.gov
- Open Access eProcurement (eP)
- Click on *Registration Instructions*
- Follow the instructions completely to ensure a free subscription.

For questions about eProcurement, contact the eProcurement Help Desk at eprocure@dgs.ca.gov

For registration technical assistance, contact BidSync at (800) 990-9339.

Once you register your California profile, you can apply for Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) certification by completing Step 12 of the separate eProcurement registration instructions flyer. (Also, see STEP 2 of this brochure for eligibility requirements.)

eProcurement

The California Department of General Services (DGS), Procurement Division (PD) partners with BidSync to host California's online procurement service (eProcurement). It helps State agencies organize, automate and better manage purchasing processes online, hosting the California State Contracts Register (CSCR), SB/DVBE query, SB/DVBE on-line application and the State's Leveraged Procurement Agreements (LPAs). All State and local government agencies can view State contracts via eProcurement.

What does this mean for you?

eProcurement allows suppliers to upload bids/proposals in response to online solicitations. You can also track bid progress, learn about pre-bid events and access contract award and other relevant information.

There is NO FEE for you to register, receive email or fax notifications, download or respond to the State of California's bid solicitations on eProcurement.

www.eprocure.dgs.ca.gov

STEP 2 BECOME A CALIFORNIA CERTIFIED SMALL BUSINESS OR DISABLED VETERAN BUSINESS ENTERPRISE

Learn about the program at: www.dgs.ca.gov/OSDS

The State of California established the SB and DVBE Certification Programs to increase business opportunities for the SB and DVBE community. The programs help SBs and DVBEs participate on a more level playing field when competing for state contracts.

Small Business Eligibility Requirements

To be eligible for SB certification, your business must meet the following criteria:

- Independently owned and operated;
- Cannot be dominant in the field of operation;
- Principal office located in California;
- Owners (or officers in the case of a corporation) domiciled in California; and together with your affiliates, be either:
 - a business with 100 or fewer employees, and have average annual gross receipts of \$14 million or less over the previous 3 tax years, *or*
 - a manufacturer with 100 or fewer employees

DVBE Eligibility Requirements

(Most DVBEs can also be certified SBs)

To be eligible for DVBE certification, your business must meet the following criteria:

- Be at least 51% owned by one or more disabled veterans*
- Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans
- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- Home office must be located in the United States and cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business

**For DVBE certification purposes, a "disabled veteran" is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as declared by the United States Department of Veteran Affairs or the United States Department of Defense and must be domiciled in California.*

Submit your Application at: www.eprocure.dgs.ca.gov

If you meet the SB or DVBE Eligibility Requirements...

- Find more information on eligibility and benefits at www.dgs.ca.gov/OSDS under the *SB/DVBE Certification Program*.
- Gather all of your required business information. Go to www.dgs.ca.gov/pd/getcertified to view the *Certification Requirements*.
- Go to www.eprocure.dgs.ca.gov, then *Access eProcurement (eP)*; under *Registration Instructions* see Step 12 to submit your application—available 24 hours a day.

Get started NOW! There is no cost.

Benefits to being a California Certified SB or DVBE

California State government requires state agencies to award at least 25% of their annual contracting dollars to certified SBs and at least 3% to certified DVBEs.

The State may give a 5% bid preference to certified SBs and may offer up to a 5% incentive to DVBEs in the formal bid process.

As a California certified SB and/or DVBE, your business is added to the DGS database which state agencies use to find SBs and DVBEs.

As a California certified SB, you are eligible, under the Prompt Payment Act, for higher interest penalties for late, undisputed invoice payments.

All California state agencies and departments may use a streamlined procurement process known as the **SB/DVBE Option** by contracting directly with a California-certified SB or DVBE for goods, services, and information technology goods and services valued from \$5,000.01 to \$249,999.99 (up to \$270,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

For more SB/DVBE information, go to: www.dgs.ca.gov/pd/getcertified or for SB/DVBE certification assistance, call us during regular State business hours at (916) 375-4940.

STEP 3 USE THE CALIFORNIA STATE CONTRACTS REGISTER (CSCR)

What is the CSCR?

The CSCR is your one-stop, central information source for state contracting opportunities. State agencies post solicitations, Request for Proposals (RFPs), etc., on this site when they go out to bid. CSCR connects you to government solicitations, with an easy-to-use, on-line publication which lists services and construction contracts over \$5,000, commodity contracts over \$50,000, and IT goods and services contracts over \$100,000.

You can find subcontracting opportunities and place ads seeking work with potential prime contractors at no cost. Access the CSCR at www.eprocure.dgs.ca.gov and click on *Bidding Opportunities*

Ad Notification

The free CSCR Ad Notification Service notifies subscribers automatically by email or fax of CSCR advertised opportunities.



www.eprocure.dgs.ca.gov