

# How to Introduce Yourself to State SB/DVBE Advocates

[www.dgs.ca.gov/pd/advocate](http://www.dgs.ca.gov/pd/advocate)

- Determine which agency meets your needs: State Contracting & Procurement Registration System (SCPRS), California State Contracts Register (CSCR), individual agency website
- Prepare 30 second “elevator” speech to include: Full Name, Business Name, What you sell, Supplier ID
- When possible send email to set up an appointment. That way, you are not playing phone tag
- Include Supplier ID number on business cards, websites and emails.
- Limit the attachments. Have attachment/brochure/capability statement (If including codes, make sure that they are applicable, e.g., UNSPSC for State and NAICS for Federal)
- Provide technical data to support claims, if needed
- Send attachment/brochure updates every 3 to 4 months via email
- Ensure all communication materials are clear and spell checked

**To get the contract, make the contact!**



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