

Become a certified Small Business or Disabled Veteran Business Enterprise

Get Certified! Businesses seeking certification are encouraged to gather the following documents:

- ✓ Applicant/Affiliate Federal Tax Returns for three most recent tax years
- ✓ Federal Employer Identification Number (FEIN)
- ✓ Secretary of State Number
- ✓ Home address of Officers, Member/Managers and Partners
- ✓ Dunn & Bradstreet Number (if applicable)
- ✓ Contractors State License Board Number (if applicable)
- ✓ Keywords (don't use punctuation)

You must register your business on Cal eProcure at <https://www.caleprocure.ca.gov>, using the latest version of your web browser (IE 10, Chrome 21, Firefox 11, or Safari v5 or higher). Complete all items with an asterisk. You will receive an email confirmation with your user ID and temporary password.

Go back to <https://www.caleprocure.ca.gov>, and log in with your user ID and temporary password. You will be prompted to create a new password. Click on *Home*, then click on the middle icon (a check mark, *Small Business / Disabled Veteran Enterprise*), and then click the *Get Certified* button on the left side of the page.

All DVBE applicants will be prompted to provide support documents to the Office of Small Business and DVBE Services (OSDS) at the end of the online submittal. Documents may be uploaded, faxed, or mailed. OSDS will review the documents and render a certification decision.

DGS OBAS

Small Business / Disabled Veteran Business Enterprise Advocates

Joneé Oden (*Primary Advocate*)

Jonee.Oden@dgs.ca.gov

916-375-4368

Richard Brown

Richard.Brown@dgs.ca.gov

916-375-4565

Find us on the web at: www.dgs.ca.gov

Rev. 7/16

California Department of General Services (DGS)

Office of Business and Acquisition Services (OBAS)



**DGS's centralized purchasing
operation for all goods and
services**

**Committed to California's
Certified Small Businesses and
Disabled Veteran Business
Enterprises**

DGS Divisions and Offices

- ❖ Administrative Hearings
- ❖ Audit Services
- ❖ Enterprise Technology Solutions
- ❖ Fiscal Services
- ❖ Fleet and Asset Management
- ❖ Human Resources
- ❖ Legal Services
- ❖ Legislation
- ❖ Procurement
- ❖ Public School Construction
- ❖ Real Estate Services
- ❖ Risk and Insurance Management
- ❖ State Architect
- ❖ State Publishing
- ❖ Travel

Department of General Services

SB/DVBE Resources & Links

- Advocates list:
<http://www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx>



→ The SB/DVBE Advocates Directory (MS Excel) is updated on a weekly basis.

- How to do Business with the State:
<http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach.aspx>

Communication & Outreach Section

The Communication & Outreach section is committed to expanding state Enterprises and small businesses through education and business oppo



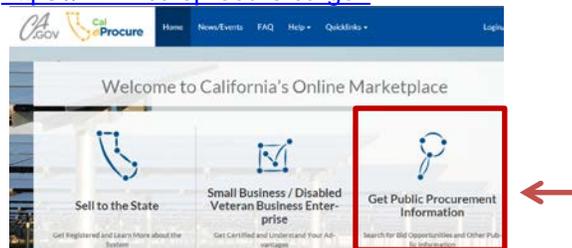
- Building Managers List:
<http://www.dgs.ca.gov/resd/Home.aspx>

This website serves as a portal of in and for private sector companies an

Services



- Bidding Opportunities:
<https://www.caleprocure.ca.gov>



- DGS Upcoming Solicitations:
<http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach.aspx>

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Examples of Purchases

- Asbestos Abatement
- Assessor Information
- Boiler/Chiller Maintenance & Repair
- Carpet Replacement
- Elevator Maintenance
- Emergency Generator Maintenance
- Fire Life Safety (Installation, Testing, Maintenance)
- Flooring Repair & Replacement
- Irrigation Systems
- Locksmith Services
- Moving Services
- Office Furniture & Supplies
- Painting (Interior/Exterior)
- Parking Lot (Paving and Striping, Attendants)
- Pest Control Services
- Roof Replacement
- Seal Concrete Floors
- Security Systems
- Sidewalk Repairs
- Switchgear Repair & Maintenance
- Telecommunication Services
- Title Company Search
- Tree Pruning
- Underground Storage Tank (Repair & Replacement)
- Window Cleaning
- Window Film Installation
- Window Repair/Replacement
- Window Treatments
- IT Goods and Services:
 - Computers, Monitors, Printers, Copiers, Servers,
 - Software, Video Conferencing Equipment,
 - Projectors, Multi-Function Copiers
- Computer and Cell Phone Accessories
- Court Reporters
- Translators
- Arbitrators
- ProTempor ALJs
- Attorneys
- General Office Supplies
- Paper
- Vehicles
- Janitorial Supplies
- Safety (Posters, First Aid Kits)
- Postage Meters
- OSHA Training
- Printing Press parts and accessories