



March 2, 2009

Dear State of California Supplier,

Re: Register Your Business to Access the State of California's eProcurement System

The Department of General Services (DGS), Procurement Division (PD) has partnered with BidSync, an application service provider, to host California's new online procurement service (eProcurement). The comprehensive system will help DGS and other State departments organize, automate and better manage their purchasing processes in an electronic web-based environment. BidSync's solution will improve access to procurement information and provide a standard suite of automated procurement and workflow capabilities.

eProcurement will be accessible to all procurement units within the State of California, as well as local government agencies, that have the ability to buy from State contracts.

What's new in eProcurement?

eProcurement will improve the overall acquisition process by allowing solicitations to be made available on the web and the system has the functionality for suppliers to upload their bids/proposals in response to those solicitations. Suppliers can track the progress of various acquisitions, participate in pre-bid events, and access contract award and other acquisition-related public information all through the web at any time and from virtually any where Internet access is available.

eProcurement will house an updated California State Contracts Register (CSCR), State Contracting and Procurement Registration System (SCPRS), Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) query, SB/DVBE online application and the State's Leveraged Procurement Agreements (LPAs). These systems will have a new look and feel and can **only** be accessed through eProcurement upon implementation on March 16, 2009.

What do you need to do?/ How will this impact you?

As a current supplier in the State of California supplier database, we have transferred your business profile information to eProcurement through a secure infrastructure. *In order to authenticate you as a current registered supplier with the State of California, you will need to register online via eProcurement for the purpose of gaining a user name and password to access eProcurement.* Once you have registered, you will receive a confirmation e-mail within 24 hours. Once your account has been activated you will want to verify that your information and business classification code(s) are accurate to ensure you receive all correspondence and business opportunities associated with your area(s) of interest. If you experience any difficulties, please contact BidSync's supplier support at 1-800-990-9339, and identify yourself as a supplier with the State of California.

Are you a CSCR subscriber?

E-mail and fax notices regarding participating State departments' business opportunities will be distributed to you by eProcurement similar to how it's done by the current CSCR. This distribution will take place in accordance with the notification parameters that you establish during the registration process via eProcurement.

Are you a certified small business or DVBE?

All of your certification information has been transferred into the new eProcurement. To access your information you must register in eProcurement. (See the instructions in the "What do you need to do?/How will this impact you?" section above.) The SB/DVBE queries and certification application will still be available online. They'll just be accessed through a different web portal.

Are you a supplier who has a current contract with the State?

All existing contract terms are unaffected by eProcurement. What's different is that contract information is more readily available online, including line items from which State buyers can directly create purchase orders. In most cases and as the system evolves, suppliers will be able to do more transacting online, including electronic bid and proposal submittals—resulting in a huge reduction in paper, postage, and preparation costs.

Not comfortable with the Internet?

While it will be easier and quicker for State personnel to acquire goods and services via eProcurement, suppliers can still participate, and in some cases will be required to, via the traditional paper method. Not registering in eProcurement does not preclude any supplier from doing business with the State. The drawback is that you will not be able to conduct business with the State via eProcurement and it will extend your wait times to manually process anything submitted in paper.

Is there a cost?

There is NO FEE for you to register, receive Email or Fax notifications, download or respond to the State of California bid solicitations on eProcurement.

Training

Supplier training is currently being scheduled. Check our website at www.eprocure.dgs.ca.gov for dates and locations.

Implementation

The new eProcurement will be implemented on March 16, 2009. Suppliers may start registering now by going to www.bidsync.com. However, upon system implementation, suppliers will need to return to their profile at www.bidsync.com to provide additional information that will be unique to California's acquisition environment.

Should you have any further questions regarding this notice, please contact the eProcurement Help Desk by email at eprocure@dgs.ca.gov. For technical supplier registration assistance, please contact BidSync at 800.990.9339.