

Office of Small Business and DVBE Services (TT Code 6040)

The Procurement Division (PD) provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESA). A surcharge is also placed on contracts for goods and services executed by PD, and on contracts executed by a department under its PD purchasing authority. This fee covers the services described below. This fee is waived when the CMAS supplier is a small business.

Purchase Order Issuance (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4471.

2011-2012:
0.29% of value of order.

Proposed 2012-13:
0.29% of value of order.

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4471.

2011-2012:
0.29% of value of order, maximum of \$10,000.

Proposed 2012-13:
0.29% of value of order, maximum of \$10,000.

Contracts (TT CODE 6040)

Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-5918.

2011-2012:
0.29% of value of order.

Proposed 2012-13:
0.29% of value of order.

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate (see [Purchasing](#)). For information contact Procurement Division at (916) 375-4486.

2011-2012:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2012-13:
0.29% of value of order, maximum of \$35,000 for IT.

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4549.

2011-2012:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2012-13:
0.29% of value of order, maximum of \$35,000 for IT.

Master Purchase/Rental/Service Agreement (TT CODE 6040)
Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4365.

2011-2012:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2012-13:
0.29% of value of order, maximum of \$35,000 for IT.

California Multiple Award Schedule (CMAS) (TT CODE 6040)
Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For information contact Procurement Division at (916) 375-4377. *This fee is waived when the CMAS supplier is a small business.*

2011-2012:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2012-13:
0.29% of value of order, maximum of \$35,000 for IT.

For additional information, contact Procurement Division at the number listed after each service.

The following are services provided:

Business Utilization Plan

Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program. *For additional information, call (916)375-4940.*

Small Business Certification

Certifies businesses eligible for the five percent small business preference. *For additional information, call (916) 375-4940 or visit our website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>.*

Small Business Enterprise (S/DVBE) Participation Programs

Serves as a resource agency for information, and consultation regarding state SB/DVBE contracting programs. *For additional information, call (916) 375-4940.*

Disabled Veteran Business Enterprise (DVBE) Certification

Certifies businesses eligible for the DVBE three percent contract participation goal. *For additional information, call (916) 375-4940 or visit our website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>.*

Target Area Contract Preference Act (TACPA)

Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. *For additional information, call (916) 375-4581.*

Enterprise Zone Act (EZA)

Serves as the EZA certifying and resource agency. The EZA stimulates state contracting opportunities in designated enterprise zones. *For additional information, call (916) 375-4581.*

Local Agency Military Base Recovery Area Act (LAMBRA)

Serves as the LAMBRA certifying and resource agency. The LAMBRA stimulates state contracting opportunities in designated recovery areas. *For additional information, call (916) 375-4581.*

Prompt Payment

Offers a prompt payment rubber stamp to identify Small Businesses and non-profit organizations, which alerts state agency accounting offices to pay invoices on a priority basis. For additional information, call (916) 375-4940.