

**State of California
Department of General Services
Procurement Division
Services Directory**

This directory is a quick guide to finding program services contact information. If the service or information you are looking for is not listed, please call:

**Customer Service Center and General Information
(916) 375-4400
1-800-559-5529 (toll free statewide)**

**California Relay Service:
Voice: 1-800-735-2922
TTY/TDD: 1-800-735-2929**

**Website: <http://www.pd.dgs.ca.gov>
General E-mail Inquiries: custserv@dgs.ca.gov**

**Office Locations
Department of General Services (DGS)
Procurement Division Headquarters
707 Third Street, 2nd Floor, West Sacramento, CA 95605
(916) 375-4400**

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**Department of General Services, Procurement Division
Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS)
707 Third Street, 1st Floor, Room 400, West Sacramento, CA 95605
(916) 375-4940
FAX: 916-375-4950
Email: OSDSHelp@dgs.ca.gov**

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**Jim Butler
Procurement Division
Deputy Director
State Procurement Officer
916-375-4417**



For persons with a disability needing reasonable accommodation to participate in the procurement process, or for persons having questions regarding reasonable accommodation for the procurement process, please contact the Procurement Division at (916) 375-4400 or the TTY/TDD and the California Relay Service at:

Voice: 1-800-735-2922
TTY/TDD: 1-800-735-2929

IMPORTANT: To ensure we can meet your accommodation, it is best that we receive your request at least 10 working days before your deadline due date.

Procurement Division Service Directory

(All numbers have an area code of 916, unless otherwise noted)

Service	Unit	Phone / Fax / Email
Advertising Exemption Requests (Information Technology)	Dispute Resolution	PDNCB@dgs.ca.gov
Bid Packages (Non-Information Technology)	Contracts Management Unit 1	617-3653 (phone) 376-6372 (fax) <i>(bids only)</i>
Bid Readings	Contracts Management Unit 1	617-3653 (phone) 376-6372 (fax) <i>(bids only)</i>
Business Development	Business Development	375-4936 (phone) 443-9567 (fax)
CAL-Card ®	Masters Unit	375-4612 (phone)
California Multiple Award Schedules (CMAS)	California Multiple Award Schedules	375-4365 (phone) 375-4663 (fax) CMAS@dgs.ca.gov
California Procurement & Contracting Academy (Cal-PCA)	California Procurement & Contracting Academy	375-4628 (phone) CalPCAHelp@dgs.ca.gov
California State Contracts Register (CSCR)	eProcurement Strategies Section	375-2000 (phone)
Cooperative Agreements (NASPO ValuePoint)	Masters Unit 2	375-4365 (phone) 375-4663 (fax) PDCooperatives@dgs.ca.gov
Contracts, Statewide Commodity	Contracts Management Unit	617-3653 (phone) 376-6372 (fax) <i>(bids only)</i>
Customer, Supplier & Small Business Advocate	Office of Small Business & DVBE Services / Communication & Outreach Branch	1-800-559-5529 (phone) 375-4662 (fax)
Delegated Purchasing Authority	Purchasing Authority Management Section	441-9631 (phone) 375-4362 (fax) PAMS@dgs.ca.gov
DGS Procurement Invoice Inquires	Finance & Administration Section	375-2010 (phone) 375-4490 (fax) PDInvoiceQuestions@dgs.ca.gov
Disabled Veteran Business Enterprise (DVBE) Certification, Compliance & Reports	Office of Small Business & DVBE Services	375-4940 (phone) 375-4950 (fax)
Disputes, Protests and Alternative Protest Program	Dispute Resolution	375-4587 (phone) 375-6226 (fax) PDProtest@dgs.ca.gov

Service	Unit	Phone / Fax / Email
Environmentally Preferable Purchasing (EPP) Program	Engineering Services Section	375-5950 (phone) 375-4522 (fax)
e-Procurement Strategic Section (EPSS)	eProcurement Strategies Section	375-2000 (phone) 375-4545 (fax)
GS\$Mart Financing & Leasing	GS\$Mart	375-4617 (phone) 375-4613 (fax)
Food Acquisitions	Food Acquisitions	375-4436 (phone) 376-6372 (fax) <i>(bids only)</i>
IT and Non-IT NCB/SCR/LTB Approval	Dispute Resolution	375-4587 (phone) 376-6226 (fax) pdncb@dgs.ca.gov
IT Agreement STD 213 and Inter Agency Agreement (IAA) Approvals	One-Time Acquisitions	375-4400 (phone) 376-6372 (fax) <i>(bids only)</i>
IT Goods and Services Purchasing	One-Time Acquisitions	375-4400 (phone) 376-6372 (fax) <i>(bids only)</i> iau@dgs.ca.gov
Life Cycle Costing	Engineering Services Section	375-4532 (phone) 375-4522 (fax)
Master Agreements	Masters Unit	375-4365 (phone) 375-4663 (fax) Masters@dgs.ca.gov
Media Inquiries	All Media inquiries go to DGS Public Affairs Office, Brian Ferguson	376-5037 (phone) 376-5038 (Brian) Brian.Ferguson@dgs.ca.gov
Multiple Awards Program	California Multiple Award Schedules	375-4365 (phone) 375-4663 (fax)
Non-IT Goods Purchasing	One-Time Acquisitions	375-4400 (phone) 376-6372 (fax) <i>(bids only)</i> iau@dgs.ca.gov
Policies, Procedures & Legislation, Office of	Office of Policies, Procedures & Legislation	375-4354 (phone) PPO@dgs.ca.gov
Product Testing & Inspection	Engineering Services Section	375-4532 (phone) 375-4522 (fax)
Prompt Payment Issues	Office of Small Business & DVBE Services	375-4940 (phone) 375-4950 (fax)
Public Records Requests	Dispute Resolution	375-5977 (phone)

Service	Unit	Phone / Fax / Email
Purchase Estimate Data Entry Status	One-Time Acquisitions	375-4400 (phone) 376-6372 (fax) (<i>bids only</i>) iau@dgs.ca.gov
Quality Assurance	Engineering Services Branch	375-4454 (phone) 375-4531 (fax)
Regulations	Office of Policies, Procedures & Legislation	375-4341 (phone) PPO@dgs.ca.gov
Small Business Certification, Compliance, and/or Participation	Office of Small Business & DVBE Services	375-4940 (phone) 375-4950 (fax) OSDSHelp@dgs.ca.gov
Small Business Outreach	Communication & Outreach Branch	1-800-559-5529 (phone) 375-4662 (fax)
Software Licensing Program (SLP)	Masters Unit	375-4539 (phone) 375-4663 (fax)
Standards & Quality Control	Engineering Services Branch	375-4454 (phone) 375-4522 (fax)
State Contract & Procurement Registration System (SCPRS)	eProcurement Strategies Section	376-2000 (phone) 375-4545 (fax) eProcure@dgs.ca.gov
State Contracting Manual – Volume 2 & 3	Office of Policies, Procedures & Legislation	617-3663 (phone) PPO@dgs.ca.gov
State Financial Marketplace	State Financial Marketplace	375-4617 (phone)
State Price Schedules	Contracts Management Unit	617-3653 (phone)
Target Area Contract Preference Act Program (TACPA)	Dispute Resolution Unit	375-4609 (phone) TACPA@dgs.ca.gov
Transportation Management Unit (TMU)	Transportation Management Unit	376-1888 (phone) 375-4553 (fax)
United Nations Standard Products and Services Code (UNSPSC)	Intake & Analysis Unit	375-4591 (phone) 375-4469 (fax) IAU@dgs.ca.gov