

Frequently Asked Questions

What is eProcurement (eP)?

Effective March 16, 2009, the California Department of General Services (DGS), Procurement Division (PD) partners with BidSync to host California's online procurement service (eProcurement). eProcurement (eP) is the new portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system via the [BIDSYNC](#) website. For more information, please visit our [eProcurement webpage](#),

How can I be notified of California bid opportunities?

The first step of the formal bid process is to advertise the availability of the bid in the California State Contracts Register (CSCR), now facilitated by [BIDSYNC](#). Bids may not be released prior to advertisement. One of the features of the new e-procurement system is the ability for companies to create a profile of the type of contracting opportunities in which they are interested; when bidding opportunities are advertised that match, the e-procurement system will notify them. This saves companies the time of checking the BIDSYNC website for relevant contract advertisements every day.

In order to obtain bid notifications or to view bidding opportunities, register your company on [BIDSYNC](#). Setting up a supplier profile is easy by following the instructions on the [eProcurement –how to get started for FREE](#) registration guide.

Where can I obtain a copy of a bid package?

Competitive bids are available for download from the [e-procurement system](#). You must create a profile prior to downloading the bid documents. It is important that you register with a valid, current e-mail address in order to be notified of bid addenda, cancellations or other update relating to the bid.

How do I submit my bid?

You may submit your bid via mail, fax or hand deliver it. The DGS One-Time Acquisitions Unit does NOT accept bids submitted via e-mail. Instructions for each of these methods are detailed below. If mailing your bid, please be sure to write on the envelope the solicitation number. If faxing your bid, all pages of the bid MUST be received by the bid cut off time. Any pages received after the deadline will not be accepted.

Regular Postal Mail:

DGS/Procurement Division
P.O. Box 989054
West Sacramento, CA 95798

Courier Mail (FedEX, USPS, etc.) or Hand Deliver:

DGS/Procurement Division
707 3rd Street, **2nd Floor**
West Sacramento, CA 95605

Fax To:

916-375-4613

What if I have questions regarding the specifications or administrative requirements?

Contact the procurement official (buyer) in writing regarding any questions related to the bid document and/or specifications. If you are requesting changes to the specification be sure to state that you are requesting a change in your written communication. During the competitive bid process all questions must be sent directly to the Dept. of General Services Procurement Official, unless specified otherwise.

How do the DVBE requirements affect me?

If a solicitation has Disabled Veteran Business Enterprise (DVBE) Requirements the bidder is required to complete the identified forms and fully document compliance to meeting or exceeding the DVBE participation requirement with the bid package. There are several resources available on the [Small Business and DVBE website](#).

Bids that fail to include all required forms and fully document and meet the DVBE program requirement to satisfy DVBE participation solicitation requirements of a minimum 3% DVBE participation shall be considered non-responsive.

How can I confirm my bid was received?

Contact the bid opening official at 916-375-4471 or email to bidopeningofficial@dgs.ca.gov.

Has a bid been awarded yet?

After the bid submission due date, all bids must be evaluated both for administrative and technical specification compliance. The time required to complete this process varies. Bid award status can be found on the [BIDSYNC](#) website.

Do I invoice DGS for payment?

No. Send your invoice to the address listed on the bid document or contact the agency contact listed on the Standard 65 Purchase Order.

I want to bid on a project but it says that I must be on a Qualified Products List (QPL), can I bid?

Anyone can submit a bid, however, if the solicitation requires that only products listed on a Qualified Products List (QPL) will be accepted, than only those products will be accepted. You may contact an agency for its specific rules related to testing and approval procedures for new products.

I don't collect sales tax, why do I need a seller's permit?

You must register with the [California Board of Equalization \(BOE\)](#) in order to conduct business in the State of California. Contact the BOE for more information. The following link <http://www.boe.ca.gov/pdf/pub77.pdf> is another source of information regarding out-of-state businesses who are wanting to do business with the State.