

## STEP 3 LOOK INTO BECOMING A CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) CONTRACTOR

The Department of General Services (DGS), Procurement Division (PD) establishes agreements with businesses who offer products and/or services that are currently available through existing multiple award schedules with the Federal General Services Administration (GSA) or other approved multiple award contracts. California Multiple Awards Schedules (CMAS) competitively assesses contracts for products and services and lets state and local governmental agencies streamline their purchasing.

State and local governmental agencies shop and compare CMAS for the best value, e.g., best price, product, service, etc., and place orders directly with these businesses.

Find out more about CMAS at [www.pd.dgs.ca.gov/cmas](http://www.pd.dgs.ca.gov/cmas) or phone (916) 375-4363

## STEP 4 MARKET YOUR BUSINESS TO STATE AGENCIES

Once you become SB and/or DVBE certified and/or become a CMAS contractor your business information is included on databases accessible to State purchasing officials. But you must still market your products and services to state agencies.

Contact the agencies' SB/DVBE Advocates for marketing information at [www.pd.dgs.ca.gov/smbus/advocate](http://www.pd.dgs.ca.gov/smbus/advocate)

Find a list of state agencies with purchasing authorization on our web site at [www.pd.dgs.ca.gov/deleg/delegpurch](http://www.pd.dgs.ca.gov/deleg/delegpurch)

Use the State Phone Book (California Online Directory) at [www.cold.ca.gov](http://www.cold.ca.gov)

Maximize your State certification by contacting our local government and industry partners that honor the State's certification. Visit [www.pd.dgs.ca.gov/recipro](http://www.pd.dgs.ca.gov/recipro)

Keep up-to-date on news and events relevant to the SB/DVBE community. Access [www.pd.dgs.ca.gov/newsevents](http://www.pd.dgs.ca.gov/newsevents)

Accept the State's CAL-Card VISA and receive payment in two to three days. If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA. If not, contact your bank to determine how you can do this.



[www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS)

The State government spends billions of dollars each year on contracts with California businesses. Be a part of this marketplace by learning...

## How to do Business with California State Government

### A FOUR-STEP PROCESS

"California's economic prosperity is tied directly to the success of our State's small business."  
—Governor Arnold Schwarzenegger



STATE OF CALIFORNIA  
Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor • West Sacramento, CA 95605  
[www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)



California Department of General Services  
Procurement Division • [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

# STEP 1

## BECOME A CALIFORNIA CERTIFIED SMALL BUSINESS OR DISABLED VETERAN BUSINESS ENTERPRISE

Apply online 24/7:  
[www.getcertified.dgs.ca.gov](http://www.getcertified.dgs.ca.gov)

The State established the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs to increase business opportunities for the SB and DVBE community thereby stimulating the State's overall economy. The programs help SBs and DVBEs participate on a more level playing field when competing for state contracts and purchases.

Governor's Executive Order S-02-06 requires state agencies to award at least 25% of their annual contracting dollars to certified SBs. Additionally, agencies are to award at least 3% to certified DVBEs.

Apply **online** today. It takes only minutes if you have all the required financial information handy. Read the application and requirements carefully. Call (916) 375-4940, Monday to Friday, 8:00 am to 5:00 pm, if you have questions. There is no cost. Get started! Get certified today!

### Benefits to being a California Certified SB or DVBE

The State of California requires state agencies to award at least 25% of their annual contracting dollars to certified SBs and 3% to certified DVBEs.

The State may give a 5% bid preference to certified SBs and may offer up to a 5% incentive to DVBEs in the formal bid process.

As a California certified SB and/or DVBE, your business is added to the Department of General Services' database which state agencies use to find SBs and DVBEs.

California certified businesses are automatically enrolled in the **Subscription Outreach Service (SOS)** to receive emails or fax notices of solicitations.

As a California certified SB, you are eligible, under the **Prompt Payment Act**, for higher interest penalties for late, undisputed invoice payments.

All California state agencies and departments may use a streamlined procurement process known as the **SB/DVBE Option** by contracting directly with a California-certified SB and/or DVBE for goods, services, and information technology goods and services valued from \$5,000.01 to \$99,999.99 (or valued up to \$147,000 for public works contracts) after obtaining price quotes from at least two such businesses.



## Eligibility requirements

### Small Business Eligibility Requirements

To be eligible for SB certification, your business must meet the following criteria:

- Must be independently owned and operated;
- Cannot be dominant in the field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and together with your affiliates, be either:
  - a business with 100 or fewer employees, and have an average annual gross receipts of \$12 million or less over the previous 3 tax years, or
  - a manufacturer with 100 or fewer employees

### DVBE Eligibility Requirements

(Most DVBEs can also be certified SBs)

To be eligible for DVBE certification, your business must meet the following criteria:

- Be at least 51% owned by one or more disabled veterans\*
- Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans
- Your daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- Your home office must be located in the United States. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business.

*\*For DVBE certification purposes, a "disabled veteran" is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as declared by the United States Department of Veteran Affairs and must be domiciled in California.*

For more SB/DVBE information and the application, go to: [www.getcertified.dgs.ca.gov](http://www.getcertified.dgs.ca.gov) or call (916) 375-4940

# STEP 2

## USE THE CALIFORNIA STATE CONTRACTS REGISTER (CSCR)

### What is the CSCR?

The CSCR is your one-stop, central information source for state contracting opportunities. It connects you to government solicitations, providing an easy-to-use, on-line publication which lists services and construction contracts over \$5,000, commodity contracts over \$50,000, and IT goods and services contracts over \$100,000.

State agencies post their solicitations, Request for Proposals (RFPs), etc., on this web site when they go out to bid. Sub-contractors can find contracting opportunities and also place ads seeking work with potential prime contractors. Placing ads costs \$25 for SBs and is free for DVBEs.

### Subscription Outreach Service (SOS)

The free CSCR Subscription Outreach Service (SOS) notifies subscribers automatically by email or fax of CSCR advertised opportunities. Create your custom profile so you know when matching contracting opportunities are released in the CSCR. Sign up online at [www.cscr.dgs.ca.gov](http://www.cscr.dgs.ca.gov)

