

## WHERE CAN I FIND CONTRACT OPPORTUNITIES?

The Procurement Division publishes the online California State Contracts Register (CSCR) at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr). Here you'll find state agency contract opportunities of \$5000 or more, listed in 20 different service, construction, and commodity categories. You can download bid packages, view progress payments and contracts exempt from advertising, or you can check out the CSCR's two premium online services:

- The Subscription Outreach Service electronically notifies you of specific CSCR contract opportunities by e-mail or fax.
- The Contractor Advertisements service allows you to advertise for potential business partners to collaborate on CSCR opportunities.

## WORKSHOPS, SEMINARS, AND TRAINING

The Procurement Division offers classes focused on helping businesses effectively contract with the state. For more information, call (916) 327-4859.

## NEED HELP OR MORE INFO?

### DGS-Procurement Division

(800) 559-5529 [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

### Office of Small Business Certification & Resources (OSBCR)

(916) 323-5478 [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr)

- Small Business & DVBE Certification
- Prompt Payment Rubber Stamp

### Small Business Opportunity Program

(916) 445-5269 [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

- Small Business & DVBE Participation Program
- Small Business Advocate Program

### California Acquisition & Materials Management Institute (CAMMI)

(916) 327-4859 [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

- Business Community Training
- Remote Certification Workshops

### California Multiple Award Schedules (CMAS)

(916) 322-8164 [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

### Prompt Payment Program

(916) 323-0802 Email: [lfox@dgs.ca.gov](mailto:lfox@dgs.ca.gov)

### California Technology, Trade & Commerce Agency — Office of Small Business

(916) 322-5790 [www.commerce.ca.gov](http://www.commerce.ca.gov)

### Federal Small Business Administration

(916) 498-6410 [www.sbaonline.sba.gov](http://www.sbaonline.sba.gov)

Department of General Services, Procurement Division  
**Office of Small Business Certification and Resources (OSBCR)**  
1531 I Street, 2nd Floor  
Sacramento, CA 95814-2016  
(916) 323-5478 • [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr)

State of California  
Department of General Services, Procurement Division  
Office of Small Business Certification and Resources (OSBCR)  
1531 I Street, Second Floor  
Sacramento, CA 95814-2016

# State of California SMALL BUSINESS CERTIFICATION

STD. 813 (REV. 1/2001)

Advantage,  
Small  
Business

Application Inside 

Gray Davis  
Governor

 Procurement Division

*Every year, the State of California contracts billions of dollars for various goods and services. The state's Small Business Certification Program helps small businesses compete more effectively for a portion of those dollars.*

### **SMALL BUSINESS CERTIFICATION BENEFITS**

As a certified small business, you:

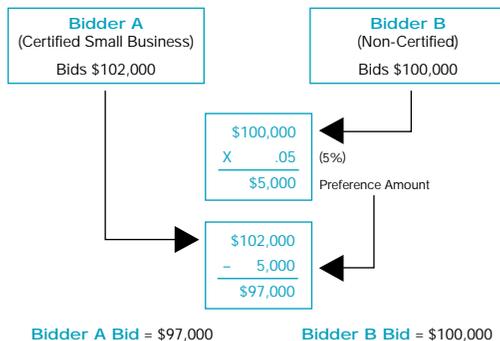
- Qualify for a 5% bid preference on applicable state contracts.
- Are eligible for benefits under the Prompt Payment Act, including:
  - ~ Higher interest penalties for late, undisputed invoice payments. (Interest penalties for construction firms are addressed under Public Contract Code 10261.5.)
- Are listed in the state's Internet Certified Firm Listing giving your firm more visibility and expanded business networking opportunities.

### **HOW DOES THE 5% PREFERENCE WORK?**

The 5% preference is used for bid evaluation purposes when determining a contract award in cases where there is at least one certified small business competing against another business that is not a certified small business.

- ① Five percent is computed from the lowest, responsive and responsible bid, of a business who is not a certified small business. This results in the preference amount.
- ② The preference amount is subtracted from the certified small business' bid amount.
- ③ If the computed total makes the certified small business the lowest bidder, the contract is awarded to the certified small business for the amount of their bid.

Example:



The contract is awarded to **Bidder A** for the original bid amount of \$102,000

### **ELIGIBILITY REQUIREMENTS**

To be eligible for certification, your business:

- ① Must be independently owned and operated;
- ② Cannot be dominant in its field of operation;
- ③ Must have its principal office located in California;
- ④ Must have its owners (or officers in the case of a corporation) domiciled in California; and
- ⑤ Together with your affiliates, be either:
  - ~ A business with 100 or fewer employees, and an average annual gross receipts of \$10 million or less over the previous three tax years, or
  - ~ A manufacturer with 100 or fewer employees.

### **DOES IT COST TO GET CERTIFIED?**

There are no fees involved with applying for certification. Simply fill out the application and submit it with the specified support documents.

### **HOW LONG WILL IT TAKE?**

The average processing time is about 10 working days, but may take up to 30 working days during peak periods. All applications are processed in date-received order; however, the following processing options may be used:

- ① Expedite—This option is for a business actively bidding on an upcoming contract. (The application is processed according to bid due date.)
- ② Appointment—Available in Sacramento only. Schedule an appointment with a certification officer for personal assistance and immediate processing.

To find out your certification status, visit our website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr) (under "Certified Firm Inquiry Services"), or call (916) 323-5478.

### **IS YOUR FIRM OWNED BY A DISABLED VETERAN?**

If so, you may also qualify for additional contracting benefits under the state's Disabled Veteran Business Enterprise Certification Program. Visit our website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr), or call (916) 323-5478 for more information.

**STEPS FOR MAILING APPLICATION:**

**DETACH AT DOTTED LINE.**

**INCLUDE WITH YOUR APPLICATION  
ALL REQUIRED SUPPORT DOCUMENTS.**

**MAIL ENTIRE PACKAGE TO:**

**OFFICE OF SMALL BUSINESS CERTIFICATION AND RESOURCES  
1531 I STREET, SECOND FLOOR  
SACRAMENTO, CA 95814-2016**