



Supplier/Vendor Instruction Manual

Presented by

**Department of General Services, Procurement Division
Office of Small Business & DVBE Services**

Instructions for Getting Started

Suppliers seeking certification are encouraged to gather the following documents:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Member/Manager and Partners
- Dunn & Bradstreet Number (if applicable)
- Contractors State License Board Number
- Keywords (words that identify your business activity)

You must register your business for eProcurement access (BidSync). It is recommended **all** business information be typed in capital letters. Registration consists of setting up a username and password. Write your user name and password down and keep this information in a secured location for future access.

To expedite your registration you may call BidSync at 1-800-990-9339 option 1. Other wise within 24 hours you will receive confirmation by email that your user name and password have been accepted. This confirmation does not provide Access to your password and you will need your user name and password to log into eProcurement (BidSync) to complete your profile and application for certification. Set your spam filter to receive emails from BidSync.com and Dgs.Ca.Gov.

All DVBE applicants will be prompted to provide support documents to the Office of Small Business and DVBE Services (OSDS) at the end of the on-line submittal. Documents may be uploaded, faxed, or mailed. OSDS will review the documents and render a certification decision.

Getting Started

Go to <http://www.dgs.ca.gov/pd/Programs/eprocure.aspx> then under
Access eProcurement (eP)
click on [Register to create a new eP supplier profile \(Bidsync\)](#)

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eProcurement

Effective March 16, 2009, eProcurement 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.

About eProcurement (eP) +

Access eProcurement (eP) -

- » [Login](#) to your registered eP profile.
- » [Register](#) to create a new eP supplier profile.
 - » For assistance, use the [Registration Instructions](#).
- » State users register through their department System Administrator.

eP ToolBox

- Bidding Opportunities +
- Small Business & Disabled Veterans Business Enterprise Services +
- Registering Purchasing Information +
- View Statewide Contracts +
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BUYING GREEN Guide

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Ziggurat Building | 707 Third Street, West Sacramento CA 95605 | P 916.376.5000

Step 1: Your Information

Enter your business information. Enter your user name and password. When entering your Business ID Number DO NOT enter the dashes. Remember to keep your user name and password in a safe place.

Click **Next Step**.



Home Page    

CONTACT US
or call 1-800-990-9339 

Home

BidSync Links PLUS

BidSync eProcure

BidSync Builder

BidSync ProcurePointe

About Us

Your Information

Goods & Services

In order for us to send you government bids, please provide the following information.

1. Main Contact

First Name

Last Name

Email

Email Confirm

User Name

Password

Password Confirm

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

How did you hear about us?

2. Company Information

Company Name

Street Address

City

State

Zip

Phone Number

Area

Format: ###-####

Ext

Time Zone

Optional

Business ID Number

DUNS

FEIN

SSN

Next Step »

By entering this information, you agree that BidSync may contact you

Questions? BidSync representatives are standing by. 800.990.9339 | support@bidsync.com

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Step 2: Goods & Services

Select your Primary Industry from the drop box menu. Enter specific keywords in the boxes. You may add additional key words by clicking on the [Add More Keywords](#) link. Click Search. A pop-up box will appear. Select all NIGP codes that apply to your business. Click the Save button.

Under Where do you do business select **California only**. Select how you would like to be notified either email or fax. De-select the box for *Include BidLync bids* (not recommended for Free Registration). Click **Complete My Registration**.

The screenshot shows the BidSync registration page. At the top, there is a login section with fields for Username and Password, and a 'Forgot password?' link. Below the logo, there is a navigation bar with links for Home, Links PLUS, eProcure, Builder, ProcurePointe, Reverse Auctions, Partners, and About Us. A secondary navigation bar highlights 'Your Information' and 'Goods & Services'. The main content area includes a 'Primary Industry' dropdown menu, a 'Keywords' section with input fields and an 'Add More Keywords' link, and a 'Where do you do business' section with radio buttons for 'USA + Canada', 'USA', 'California Only', and 'Specific States/Provinces'. The 'California Only' option is selected and circled in red. Below this is a 'Notify me by' section with radio buttons for 'Email' and 'Fax', and a checkbox for 'Include BidSync Links PLUS™ Bids (Recommended)', which is also circled in red. At the bottom, there are buttons for '< Previous Step' and 'Complete My Registration >'. A footer contains contact information and a copyright notice for BidSync.

The screenshot shows the BidSync registration page with a pop-up window titled 'Choose Your Good / Services'. The pop-up window contains a list of suggested goods and services based on the keywords specified. The list includes items such as 'Water Supply Plant Operating and Monitoring System Services', 'Human Relations Consulting', 'Nutritional Chemicals', 'Human Population Census Services', 'Human Resources Software', 'Forestry Economic and Marketing Services', 'Experimental Medical Services', 'Research and Evaluation, Human Services', 'Blood Fractions', 'Body Parts for Transplanting', 'Blood Coagulation Reagents and Controls', 'Human Services', 'Family Planning', and 'Scales, Laboratory'. Each item has a checkbox next to it. The 'save' button at the bottom of the pop-up window is circled in red. The background of the registration page is visible behind the pop-up, showing the same navigation and form elements as the previous screenshot.

Step 3: Complete BidSync Registration

Your information will be saved and **your BidSync account will be activated within one business day**. After your account has been activated you will be able to log in and complete your State of California Profile and SB/DVBE Application.

For quicker activation please call BidSync directly at 1-800-990-9339 option 1.

Login [Forgot password?](#)  

 **BIDSYNC**
WHERE BUYERS AND SELLERS MEET

CONTACT US
or call 1-800-990-9339 

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Thank you for registering with Bid Sync.

Within one business day, you will receive an e-mail letting you know your account has been activated. If you are not able to login after one business day, please contact BidSync Support at 1-800-990-9339. If you need your account activated immediately, please contact BidSync Support. You may change or update your profile preferences at any time. Thank you for joining BidSync.



[Take a 30 second Survey](#)

Questions? BidSync representatives are standing by. 800.990.9339 | support@bidsync.com

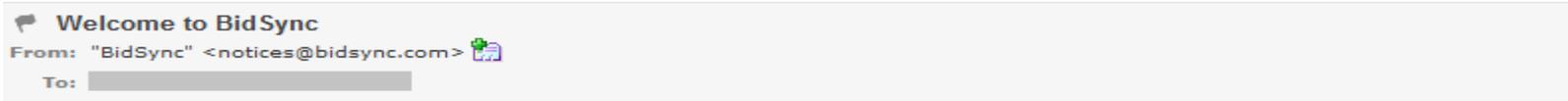
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Once you receive the Confirmation email, or one business day has passed since you registered, **go to <http://www.dgs.ca.gov/pd/Programs/eprocure.aspx>** or click the link in the email to **continue setting up your *FREE* California Supplier Profile.**

(BidSync has a 'no refund policy' for fee-paid service BidLync Plus.)

Note: Only your username is included in the confirmation email.

Keep a copy of this email for your records.



BidSync

Welcome to BidSync! Your FREE account is now active. Please go to www.bidsync.com and login using the username and password you created. You will need to accept the terms and conditions and review your "Account Profile Setup". This should only take a few minutes.

IMPORTANT: Please review the following sections of the Account Profile Setup. Pay extra attention to the Classification section to ensure that you receive all relevant bid notifications:

- Regions (areas in which you do business)
- Classifications (codes that describe your products and/or services)
- Notification Types (how you would like to be notified of bid opportunities, fax/email)
- Agency Types (the type of agencies you are most interested in doing business with)

Your username is:

If you cannot remember your password, please click on the following link:
<http://www.bidsync.com/DPX?ac=loginexception&src=dpx&pwdhint=y>

All of the information that you submitted during registration including your username and password can be edited under the "Tools" tab in your account. You must be logged in to view this tab.

If you need assistance with your account or have questions about the functionality of our system, please contact Vendor Support at 1-800-990-9339 toll free, or 801-765-9245 locally, Monday through Friday during normal business hours.

Cordially,

Vendor Support
1-800-990-9339
vendorsupport@bidsync.com
BIDSYNC

Go to <http://www.dgs.ca.gov/pd/Programs/eprocure.aspx> then under
Access eProcurement (eP)

click on [Login to your registered eP profile.](#)

Enter the Username and Password you created.



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WHERE BUYERS AND SELLERS MEET

Login [Forgot password?](#)

CONTACT US
or call 1-800-890-8339

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eProcurement

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eP ToolBox

Bidding Opportunities +

Small Business & Disabled Veterans Business Enterprise Services +

State Contracting & Procurement Registration System (SCPRS) +

View Statewide Contracts +

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What's New

State Agency Recognition Awards 2011 ...

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[View All](#)

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BidSync login

Not registered? [Sign up now](#)

Passwords are case-sensitive

Username

Password

[Forgot password?](#)

Login

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The first time you log in you will need to accept **BidSync's Terms and Conditions** to continue.



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BidSync Terms and Conditions

Terms of Use Acceptance Required

SUPPLIER USER AGREEMENT

Below are the terms and conditions under which you (as a Supplier) may have access to our online auction system to respond to requests for quotes, proposals and information. By accessing our system, you agree to these terms and conditions. We may amend this Agreement at any time by posting the amended terms on our site. Except as stated below, all amended terms will automatically be effective ten (10) days after they are initially posted on our site. This Agreement may not be otherwise amended except in writing signed by you and us (BidSync, LLC; hereinafter referred to as "BidSync")

1. Eligibility.

The BidSync system is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, our system is not available to minors (under 21 years of age) or to those suspended from its use. If you do not qualify, please do not use our system. Furthermore, you may not assign or transfer your account or user identification with us to any other party.

2. Fees.

BidSync has structured distinct models for fees which are

I have read the Terms and Conditions

Questions? Contact a BidSync representative: 800.990.9339 or email: support@bidsync.com

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Account Home Page

Select My Account to begin the setup of your Account Profile.

BIDSYNC Search bids [Advanced Search](#)
Bid title or description
All Regions | Current Bids

Welcome | [Logout](#)
 Need assistance?
[Contact us](#)
or call 800-990-9339

Home **My account** Agency list Support

[You have incomplete Agency profiles](#)

You are currently subscribed to:
[See all products](#)

You have no active cards on file [Add credit card](#)

Links bids

Addendums | My bids | About to end | Invited bids | Bids with offers

Bid #	Title	Agency	Region	Pre-bid conf	Time left
No records found.					

Results per page: 10

Links PLUS bids

Recently matched | My bids

[View all product types](#)

Product Type	Bid #	Title	Agency	Region	Time left
No records found.					

Results per page: 10

[Back to top](#)

Questions? Contact a BidSync representative: 800.990.9339 or email: support@bidsync.com

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Account Profile Setup

Regions: click “[Edit](#)”. Make sure only the box for California is marked for free bids. Scroll down to the bottom of the page and click Save.

Account Profile Setup

Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP	
<input checked="" type="checkbox"/> Regions	Edit
<input checked="" type="checkbox"/> NIGP Classifications	Edit
<input checked="" type="checkbox"/> Notifications	Edit
<input checked="" type="checkbox"/> Agency Types	Edit

OPTIONAL PROFILE SETUP

UNSPSC Classifications
X There are Agencies using UNSPSC Classifications in the regions you have defined. [Edit](#)
If you want to receive notices for these agencies you must complete this step.

CSI Classifications [Edit](#)

OTHER SETTINGS	
General Information	Edit
User Information	Edit
Change Password	Edit
Qualifications	Edit
<input checked="" type="checkbox"/> Company Keyword Search Terms	Edit

REGIONS FOR

To specify which regions you represent navigate through the regions listed below. click in the checkbox next to the region name. Note: Selecting a region heading wi

- Alabama
- Alaska
- Alberta
- American Samoa
- Arizona
- Arkansas
- Armed Forces Americas
- Armed Forces Europe
- Armed Forces Pacific
- British Columbia
- California
- Colorado
- Commonwealth of Northern Marianas

Account Profile Setup

NIGP Classifications: click “[Edit](#)”. In the Search box type a word that describes your business and click Search. Mark the best fit descriptions. Scroll down to the bottom of the page and click Save.



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Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP

- ✓ Regions [Edit](#)
- ✓ NIGP Classifications [Edit](#)
- ✓ Notifications [Edit](#)
- ✓ Agency Types [Edit](#)

OPTIONAL PROFILE SETUP

- UNSPSC Classifications
 - ✗ There are Agencies using UNSPSC Classifications in the regions you have defined. [Edit](#)
 - If you want to receive notices for these agencies you must complete this step.
- CSI Classifications [Edit](#)

OTHER SETTINGS

- General Information [Edit](#)
- User Information [Edit](#)
- Change Password [Edit](#)
- Qualifications [Edit](#)
- ✓ Company Keyword Search Terms [Edit](#)



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NIGP CLASSIFICATIONS FOR

To specify which classifications you represent, search by NIGP code or keyword or navigate through the classifications listed below. To select a classification, click in the checkbox next to the classification name. Note: Selecting a classification heading will automatically select all sub-classifications under that heading.

1. Search by NIGP Code or Keyword

Search

- or -

2. View classifications

- Administrative, Financial, and Management Services
- Agricultural Equipment and Related Products and Services
- Arts, Crafts, Entertainment, Theatre
- Automotive Products, Vehicles, and Services
- Building Equipment, Supplies, and Services
- Clothing, Textiles, Laundry Equipment, and Supplies
- Communication Equipment and Services
- Computers, Software, Supplies, and Services
- Food, Equipment, and Related Services
- Furnishings and Related Services
- Furniture and Related Services
- Hardware, Related Equipment, and Services
- Highway Road Equipment, Materials, and Related Equipment
- Janitorial and Cleaning Equipment, Supplies, and Services
- Laboratory Equipment, Supplies, and Services
- Maintenance and Repair of Equipment
- Medical Equipment, Supplies, and Services
- Miscellaneous Commodities and Services
- Office Supplies, Related Items, and Services
- Paper, Printing Equipment, and Related Products and Services
- Personal Products, Equipment, and Services
- Public Works, Park Equipment, and Construction Services
- Rental and Leasing Services
- Safety and Protection Equipment and Related Services
- School and Library Equipment, Supplies, and Services
- Sporting, Athletic, and other Outdoor Equipment and Services
- Testing and Sampling Equipment and Services
- The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
- Transit Equipment and Related Services, Mass
- Water and Sewer Treatment Equipment, Supplies, and Services

Select All De-select All Add All NIGP Classifications Delete All NIGP Classifications Show selected NIGP Categories

Save Cancel

Account Profile Setup

Notifications: click “[Edit](#)”. Verify the correct contact methods for each option. Click Save when finished.



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Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP

<input checked="" type="checkbox"/>	Regions	Edit
<input checked="" type="checkbox"/>	NIGP Classifications	Edit
<input checked="" type="checkbox"/>	Notifications	Edit
<input checked="" type="checkbox"/>	Agency Types	Edit

OPTIONAL PROFILE SETUP

UNSPSC Classifications	
<input checked="" type="checkbox"/>	There are Agencies using UNSPSC Classifications in the regions you have defined. Edit If you want to receive notices for these agencies you must complete this step.
<input checked="" type="checkbox"/>	CSI Classifications Edit

OTHER SETTINGS

<input checked="" type="checkbox"/>	General Information	Edit
<input checked="" type="checkbox"/>	User Information	Edit
<input checked="" type="checkbox"/>	Change Password	Edit
<input checked="" type="checkbox"/>	Qualifications	Edit
<input checked="" type="checkbox"/>	Company Keyword Search Terms	Edit



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NOTIFICATIONS FOR DOLCE GABBANA

Never	Email	Fax	Text	Notification type
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notify me of bids I've been invited to. ?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send me a confirmation message every time I submit offers on a bid. ?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notify me when a bid I participate in is tabulated. ?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notify me when a bid I participate in is awarded. ?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notify me as soon as an Order is placed. ?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send me a daily list of Bid Sync Links bids. ?
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send me a daily list of Bid Sync Links PLUS bids. ?
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send me exclusive special offers and promotions. ?

Save

Cancel

Account Profile Setup

Agency Types: click [“Edit”](#). Make sure only the box for State is marked for free bids. Click Save when finished.



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Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP

- ✓ Regions [Edit](#)
- ✓ NIGP Classifications [Edit](#)
- ✓ Notifications [Edit](#)
- ✓ Agency Types [Edit](#)

OPTIONAL PROFILE SETUP

- UNSPSC Classifications
✗ There are Agencies using UNSPSC Classifications in the regions you have defined. [Edit](#)
If you want to receive notices for these agencies you must complete this step.
- CSI Classifications [Edit](#)

OTHER SETTINGS

- General Information [Edit](#)
- User Information [Edit](#)
- Change Password [Edit](#)
- Qualifications [Edit](#)
- ✓ Company Keyword Search Terms [Edit](#)



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AGENCY TYPES FOR

Check the type(s) of agencies with which you wish to work.

Agency Types

- School District
- University/College
- State
- County
- Municipality
- Community College
- Other
- Port/Transit Authority
- Federal
- Private
- Military

Save Cancel

Account Profile Setup

UNSPSC Classifications: click **Edit**. In the Search box type a word that describes your business and click Search. Mark the best fit descriptions. Scroll down to the bottom of the page and click Save.



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Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP	
<input checked="" type="checkbox"/> Regions	Edit
<input checked="" type="checkbox"/> NIGP Classifications	Edit
<input checked="" type="checkbox"/> Notifications	Edit
<input checked="" type="checkbox"/> Agency Types	Edit

OPTIONAL PROFILE SETUP	
UNSPSC Classifications	
<input checked="" type="checkbox"/> There are Agencies using UNSPSC Classifications in the regions you have defined. If you want to receive notices for these agencies you must complete this step.	Edit
<input checked="" type="checkbox"/> CSI Classifications	Edit

OTHER SETTINGS	
General Information	Edit
User Information	Edit
Change Password	Edit
Qualifications	Edit
<input checked="" type="checkbox"/> Company Keyword Search Terms	Edit



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UNSPSC CLASSIFICATIONS FOR

To specify which classifications you represent, search by UNSPSC code or keyword or navigate through the classifications listed below. Click on the P icon. Note: Selecting a classification heading will automatically select all the sub-classifications. (UNSPSC Code 11, 1201)

1. Search by UNSPSC Code or Keyword

[Search](#)

2. View classifications

- Apparel and Luggage and Personal Care Products
- Building and Construction Machinery and Accessories
- Building and Facility Construction and Maintenance Services
- Chemicals including Bio Chemicals and Gas Materials
- Cleaning Equipment and Supplies
- Commercial and Military and Private Vehicles and their Accessories and Components
- Defense and Law Enforcement and Security and Safety Equipment and Supplies
- Distribution and Conditioning Systems and Equipment and Components
- Domestic Appliances and Supplies and Consumer Electronic Products
- Drugs and Pharmaceutical Products
- Editorial and Design and Graphic and Fine Art Services
- Education and Training Services
- Electrical Systems and Lighting and Components and Accessories and Supplies
- Electronic Components and Supplies
- Engineering and Research and Technology Based Services
- Environmental Services
- Farming and Fishing and Forestry and Wildlife Contracting Services
- Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- Financial and Insurance Services
- Food Beverage and Tobacco Products
- Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- Furniture and Furnishings
- Healthcare Services
- Industrial Cleaning Services
- Industrial Manufacturing and Processing Machinery and Accessories
- Industrial Production and Manufacturing Services
- Information Technology Broadcasting and Telecommunications
- Laboratory and Measuring and Observing and Testing Equipment
- Live Plant and Animal Material and Accessories and Supplies
- Management and Business Professionals and Administrative Services
- Manufacturing Components and Supplies
- Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
- Medical Equipment and Accessories and Supplies
- Mineral and Textile and Inedible Plant and Animal Materials
- Mining and Well Drilling Machinery and Accessories
- Mining and oil and gas services
- Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies
- National Defense and Public Order and Security and Safety Services
- Office Equipment and Accessories and Supplies
- Organizations and Clubs
- Paper Materials and Products
- Personal and Domestic Services
- Politics and Civic Affairs Services
- Power Generation and Distribution Machinery and Accessories
- Printing and Photographic and Audio and Visual Equipment and Supplies
- Public Utilities and Public Sector Related Services
- Published Products
- Resin and Resin and Rubber and Foam and Film and Elastomeric Materials
- Service Industry Machinery and Equipment and Supplies
- Sports and Recreational Equipment and Supplies and Accessories
- Structures and Building and Construction and Manufacturing Components and Supplies
- Timepieces and Jewelry and Gemstone Products
- Tools and General Machinery
- Transportation and Storage and Mail Services
- Travel and Food and Lodging and Entertainment Services

Select All De-select All Add All UNSPSC Classifications Delete All UNSPSC Classifications Show selected UNSPSC Categories

[Save](#) [Cancel](#)

Account Profile Setup

Company Key Word Search Terms: click “[Edit](#)”. In the keywords box type **words** that describe your business. Do not write sentences. Click Confirm when finished.

BIDS SYNC

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Account Profile Setup

CA.GOV Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP	
✓ Regions	Edit
✓ NIGP Classifications	Edit
✓ Notifications	Edit
✓ Agency Types	Edit

OPTIONAL PROFILE SETUP	
✓ UNSPSC Classifications	Edit
✗ CSI Classifications	Edit

OTHER SETTINGS	
General Information	Edit
User Information	Edit
Change Password	Edit
Qualifications	Edit
✓ Company Keyword Search Terms	Edit

BIDS SYNC

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KEYWORDS

Please enter the Keywords you wish associated with These Keywords are used to help identify your business to agencies.

Confirm

Account Profile Setup

Select "[The State of California](#)" link to begin the setup of your California Supplier Profile.



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Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP	
<input checked="" type="checkbox"/> Regions	Edit
<input checked="" type="checkbox"/> NIGP Classifications	Edit
<input checked="" type="checkbox"/> Notifications	Edit
<input checked="" type="checkbox"/> Agency Types	Edit

OPTIONAL PROFILE SETUP	
<input checked="" type="checkbox"/> UNSPSC Classifications	Edit
<input checked="" type="checkbox"/> CSI Classifications	Edit

OTHER SETTINGS	
General Information	Edit
User Information	Edit
Change Password	Edit
Qualifications	Edit
<input checked="" type="checkbox"/> Company Keyword Search Terms	Edit

AGENCY PROFILE REGISTRATIONS
The State of California

The State of California Supplier Profile

Your profile is complete when only blue  appears.
Click "[Edit](#)" to enter the requested information.



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The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review

PROFILE INFORMATION		
X	Identification Number:	[Edit]
✓	UNSPSC Classifications:	[Edit]
X	The State of California Use Policy:	Not Accepted [View]
	Registration Status:	Submit Registration

CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

The State of California Supplier Profile

Identification Number: Select Federal Employer Identification Number or Social Security Number and enter numbers only (no dashes).

Click **Save**.



Home Search Bids Orders Tools
Your Info Admin Invoice Tools Messages



The State of California Supplier Profile

Successfully completing this registration process will allow you to continue with the registration process.

Registration Error: Before you can register as a SB, DVBE, NVS...

https://www.bidsync.com - BidSync: Profile Information - Micro...

PROFILE IDENTIFICATION NUMBER	
Identification Type:	Federal Employer Identification Number
Identification Number:	<input type="text"/>
<input type="button" value="Save"/>	

PROFILE INFORMATION

X	Identification Number:	[Edit]
✓	UNSPSC Classifications:	[Edit]
X	The State of California Use Policy:	Not Accepted [View]
	Registration Status:	Submit Registration

CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

Home Bid Search Bids Orders Tools Privacy Cert. Terms Log

Customer Support - vendorsupport@bidsync.com or 1-800-990-9909

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The State of California Supplier Profile

The State of California Use Policy: Click "[View](#)". Review the Use Policy, enter the Password and click **Accept** to continue.

The screenshot shows the BIDS SYNC website interface. The main page displays the "The State of California Supplier Profile" section, which includes a navigation menu (Home, Search, Bids, Orders, Tools, CRM) and a list of profile information. The "The State of California Use Policy" entry is marked as "Not Accepted" and has a "View" link circled in red. Below this, there are sections for "CERTIFICATIONS" and "USER INFORMATION".

The pop-up window, titled "The State of California Use Policy", contains the following text:

BY ACCEPTING THE FOLLOWING USE POLICY, YOU ARE AGREEING TO THE FOLLOWING:

USE POLICY
The State wants you know about the collection, use, security, and access to information that may be obtained through use of the State's web portal. By visiting this web site, you are accepting the policies and practices described in this Notice. Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. This policy is dated December 7, 2000. Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.

PERSONAL INFORMATION AND CHOICE
"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information".

The pop-up window also features a "USER INFORMATION" section with fields for "User ID" and "Password" (masked with dots). At the bottom of the pop-up, there are "Accept" and "Close" buttons, with the "Accept" button circled in red.

PROFILE INFORMATION

✓	Federal Employer Identification Number:	XXXXXXXXXX	[Edit]
✓	UNSPSC Classifications:		[Edit]
X	The State of California Use Policy:	Not Accepted	[View]
	Registration Status:		Submit Registration

CERTIFICATIONS
[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

USER INFORMATION

User ID	
Password	*****

[Accept] [Close]

The State of California Supplier Profile

Registration Status: The State of California Use Policy must indicate accepted to continue. If not click view to accept policy. If accepted, click "[Submit Registration](#)"



BIDSYNC
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Navigation bar with tabs: Home, Search, Bids, Orders, Tools, CRM, Help, Log. Below the tabs is a secondary navigation bar with links: Your Info, Admin, Invoice, Tools, Messages.



The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

PROFILE INFORMATION			
✓	Federal Employer Identification Number:	XXXXXXXX	[Edit]
✓	UNSPSC Classifications:		[Edit]
✓	The State of California Use Policy:	Accepted	[View]
	Registration Status:		Submit Registration

CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

The State of California Supplier Profile

Registration Status: If the Registration Status indicates *Pending* call

1-800-990-9339 ext. 1 for assistance.

Otherwise, click "[Register your business](#)" link.



BIDSYNC
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Home Search Bids Orders Tools CRM Help Log
Your Info | Admin | Invoice | Tools | Messages



The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

Your profile has been successfully submitted.

PROFILE INFORMATION	
✓ Federal Employer Identification Number:	XXXXXXXX [Edit]
✓ UNSPSC Classifications:	[Edit]
✓ The State of California Use Policy:	Accepted [View]
Registration Status:	Registered

CERTIFICATIONS

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

California Profile

Select the appropriate link next to Edit Options or in Active Certifications box to continue:

New or Denied Applicants - Click on "[Certify with Blank Application](#)"

Expired Applicants – Click on "[Certify with Current Profile](#)" (not shown)

Renewing Applicants – Click on "[Renew Certification](#)" (not shown)

Returning Applicants – Click on "[Complete SB Application](#)" (not shown)



BIDSYNC
Powered By RFP Depot

Home Search Bids Orders Tools CRM Help Logout

CALIFORNIA PROFILE			
BidSync Supplier Name	Consulting	Supplier Number	134
No Active Profile			
View Options			
Edit Options	Certify With Blank Application Certify With Current Profile Renew Certifications		

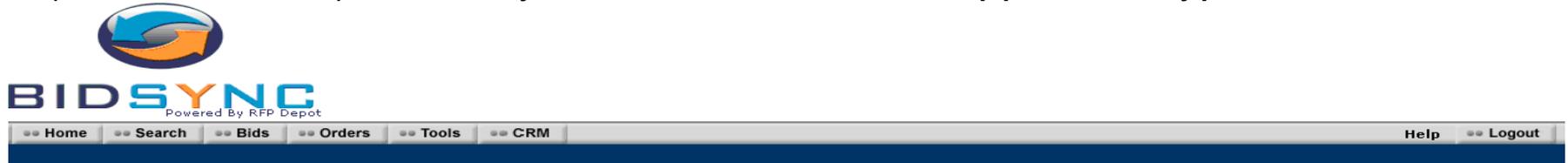
Active Certifications [New Certification](#)

TYPE	STATUS	STATUS DATE	FROM	TO	ACTIONS
You have no active certifications					Complete Application

Home Bid Search Bids Orders Tools Privacy Cert. Terms Logout
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Certification Types and Business Types

Determine the desired application type then select the appropriate box or boxes (when available). You may select more than one application type. Select **Next**.



Small Business(SB) and/or Disabled Veteran Business Enterprise (DVBE)

CERTIFICATION TYPES
<input type="checkbox"/> Small Business (SB)
<input type="checkbox"/> Disabled Veteran Business Enterprise (DVBE)

BUSINESS TYPES
<input type="checkbox"/> Construction
<input type="checkbox"/> Service
<input type="checkbox"/> Non-Manufacturer
<input type="checkbox"/> Manufacturer

[Next >>](#)

Non-Profit Veteran Service Agency (NVSA)

CERTIFICATION TYPES
Non-Profit Veteran Service Agency (NVSA)

BUSINESS TYPES
<input type="checkbox"/> Service
<input type="checkbox"/> Manufacturer

[Next >>](#)

Non-Profit (NP)

CERTIFICATION TYPES
Non-Profit (NP)

[Next >>](#)

Eligibility Questions

Answer all questions then click **Next**.



[Home](#) [Search](#) [Bids](#) [Orders](#) [Tools](#) [CRM](#)

[Help](#) [Logout](#)

Eligibility Questions

Please click on the appropriate Yes or No answer to the following Small Business eligibility questions

SMALL BUSINESS (SB) ELIGIBILITY QUESTIONS	
1. Is the applicant firm independently owned and operated?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the applicant firm dominant in its field of operation?	<input type="radio"/> Yes <input type="radio"/> No
3. Is the applicant firm's principal office located in California?	<input type="radio"/> Yes <input type="radio"/> No
4. Are the applicant firm's owners (or officers in the case of a corporation) domiciled in California?	<input type="radio"/> Yes <input type="radio"/> No
5. Together with the applicant's affiliates (if any), does the applicant firm have 100 or fewer employees?	<input type="radio"/> Yes <input type="radio"/> No

Please answer each of the following questions to see if you meet the minimum disabled veteran business enterprise (DVBE) certification eligibility requirements.

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) ELIGIBILITY QUESTIONS	
1. Is the applicant firm's qualifying disabled veteran(s)... A veteran of the U.S. military, naval, or air service? Has a "service-connected" disability rating of at least 10%? Domiciled in California?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the applicant business at least 51% owned by one or more disabled veterans?	<input type="radio"/> Yes <input type="radio"/> No
3. Is the applicant business managed and controlled by one or more disabled veterans?	<input type="radio"/> Yes <input type="radio"/> No
4. Is the applicant's home office located in the U.S.?	<input type="radio"/> Yes <input type="radio"/> No
5. Is the applicant's home office a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business?	<input type="radio"/> Yes <input type="radio"/> No

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[Home](#) [Bid Search](#) [Bids](#) [Orders](#) [Tools](#) [Privacy Cert.](#) [Terms](#) [Logout](#)

Customer Support - vendorsupport@bidsync.com or 1-800-990-9339

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Participation Authorization and Compliance Agreement

In order to continue accept the terms and click **Next**.



Home Search Bids Orders Tools CRM Help Logout

Participation Authorization and Compliance Agreement

BY ACCEPTING THE FOLLOWING TERMS AND CONDITIONS, YOU ARE AGREEING TO THE FOLLOWING:

PENALTY OF PERJURY

Any person that willfully provides false information is subject to serious penalties. The submittal of this online application must be authorized by the applicant firm's owner (or officer, in the case of a corporation) and hereby certifies that he/she has read and understands that the applicant meets the applicable Small Business and/or DVBE certification requirements under Government Code Section 14835 et seq, and/or Military and Veterans Code Section 999 et seq, and California Code of Regulations, Title 2, Section 1896 et seq, and that the foregoing statement and all information submitted herein are truthful and accurate. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

VERIFICATION OR RE-VERIFICATION OF STATUS

All applicants are subject to verification or re-verification of status at any time. Failure by a business to provide requested information that supports its eligibility, by the date and time specified by the OSDS, shall be grounds for denial or decertification. Please also note that sanctions may be imposed for certification program misuse. (See Title 2, California Code of Regulations, Sections 1896.14, 1896.16 and 1896.70. See also Government Code, Sections 14842 and 14842.5; and Military and Veterans Code, Section 999.9; available at www.leginfo.ca.gov.)

USE POLICY

The State wants you know about the collection, use, security, and access to information that may be obtained through use of the State's web portal. By visiting this web site, you are accepting the policies and practices described in this Notice. Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. This policy is dated December 7, 2000. Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.

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"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information".

I accept the terms above.

Previous Next

Registration

Select Certification Type. Enter Registration Data, Contact Information, Mailing Address, and Principal Address. Click **Next**.

BIDS SYNC
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Home Search Bids Orders Tools CRM Help

To Navigate click on the appropriate section

1 Registration 2 Business 3 Owners 4 Taxes 5 Other

CERTIFICATION TYPES
Small Business (SB)
BUSINESS TYPES
 Construction
 Service
 Non-Manufacturer
 Manufacturer

REGISTRATION DATA
FEIN: [XXXXXXXX]
SSN: [] If you don't have a FEIN [click here](#) to use SSN instead.
DUNS: []
Legal Business Name: [Consulting]
Doing Business As (DBA) Name: [Consulting]
Business phone number 1: [(xxx) xxx-xxxx]
Business phone number 2: [] (optional)
Business fax number: [] (optional)
Business web address: [www.consulting.com] (optional)
Share Data: I approve the sharing of my certification information with other government and local agencies for the purposes of participating in their business certification programs.
 Yes No

CONTACT INFORMATION
First Name: [Consulting]
Last Name: [For You]
Email Address: [consul@yahoo.com]
Phone: [(xxx) xxx-xxxx] ext. []
FAX: [] (optional)

MAILING ADDRESS
Street or PO Box: [xxx] Consul Lane
Country: [UNITED STATES]
State: [California]
City: [RAGGED POINT]
Zip Code: [xxxx] - []

PRINCIPAL ADDRESS
Street: [xxx] Consul Lane
Do not enter PO Box
Country: [UNITED STATES]
State: [California]
City: [RAGGED POINT]
Zip Code: [xxxx] - []

Submit Next >>

Home Bid Search Bids Orders Tools Privacy Cert Terms
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Business

Complete Owner Information and Workforce section. Answer Affiliate Relationships Questions and Small Business Definition Questions.
Answer Disabled Veteran Business Enterprise Questions and DVBE Service and/or Non-Manufacturer Questions (if prompted).
Click **Next**.



[Back To Profile](#)



OWNER INFORMATION	
Ownership Type	<input type="text" value="Please Select"/>
Date Business Started	<input type="text" value=""/>
Tax year beginning month	<input type="text" value="JANUARY"/>
Did the applicant's business structure change within the last three years? <input type="radio"/> Yes <input type="radio"/> No	
WORKFORCE	
Enter the applicant firm's average number of employees for the last four quarters, including all employees that are in California, out-of-state and/or out of the country. If you have been in business for less than a year, enter the number of employees averaged over the number of quarters that you were in business.	
Number of Employees	<input type="text" value=""/>

All small business applicants must answer each of the following questions to identify potential affiliate businesses.

AFFILIATE RELATIONSHIPS	
During any one (or all) of the previous three tax years, did the applicant or its individual owners/officers:	
1. Have a controlling ownership interest in another business?	<input type="radio"/> Yes <input type="radio"/> No
2. Share or have common owners with another business?	<input type="radio"/> Yes <input type="radio"/> No
3. Share or have common management with another business?	<input type="radio"/> Yes <input type="radio"/> No
4. Have a family member(s) engaged in a similarly or commonly related business activity as the applicant?	<input type="radio"/> Yes <input type="radio"/> No
5. Have a financial relationship with another business, consisting of loans and/or assistance to meet bond/security or credit requirements? (Exclude those with public financial institutions.)	<input type="radio"/> Yes <input type="radio"/> No
6. Have a contractual relationship between the applicant firm and another company consisting of assignments, and/or transfer of title(s)?	<input type="radio"/> Yes <input type="radio"/> No
7. Share facilities, equipment or systems with another business?	<input type="radio"/> Yes <input type="radio"/> No
8. Share employees with another business?	<input type="radio"/> Yes <input type="radio"/> No

Please click on the appropriate Yes or No answer to the following questions regarding Small Business eligibility.

SMALL BUSINESS DEFINITION QUESTIONS	
1. Is the applicant firm dominant in its field of operation? Example: If your firm is a software company and controls the software industry within the State of California, you are considered to be dominant in your field of operation.	<input type="radio"/> Yes <input type="radio"/> No
2. Is the applicant firm independently owned and operated? Example: Your firm is not owned by another entity (such as a corporation) that has control over your business' day-to-day operations.	<input type="radio"/> Yes <input type="radio"/> No

Owners

Click **Add Owner** button to add Ownership Information.
Select appropriate Titles when prompted. Click Save and repeat to add additional
business relationships, when necessary.

Click **Next** when finished.

The screenshot displays a web browser window with the URL <https://www.bidsync.com/DPXAdmin?ouac=bis&certid=&newtab=appforms&bfac=editfo...>. The page is titled "Department of General Services" and features the "CA.GOV" logo. A navigation bar includes "Home", "Search", "Certification Search", "Help", and "Logout".

The main content area is a form titled "OWNER INFORMATION" and "HOME ADDRESS". The form fields are as follows:

- First Name:
- Last Name:
- Title: OWNER
- Ownership Percent:
- Owner Type: Please Select (dropdown)
- HOME ADDRESS:
- Street: (Do not enter PO Box)
- Country: UNITED STATES (dropdown)
- State: California (dropdown)
- City: Please Select (dropdown)
- Zip Code: -

The "Add Owner" button is circled in red. Below the form are "Save" and "Close" buttons. In the background, a table is visible with columns "PERCENT", "EDIT", and "DELETE".

PERCENT	EDIT	DELETE
100%	edit	delete
100%		

Affiliates

When required, click **Add Affiliate** button to enter Affiliate Information.
Select appropriate business relationships.
Click Save. Repeat to add additional affiliates. Click **Next**.



Navigation menu: Home, Search, Bids, Purchasing, BIS, Progress Payments, Tools, CRM, Help, Logout

Navigation tabs: 1 Registration, 2 Business, 3 Owners, 4 Affiliates, 5 Taxes, 6 Other

Add Affiliate

BUSINESS NAME	LAST NAME	FIRST NAME	TITLE	PERCENT	EDIT	DELETE
No Affiliates have been specified. Please click the "Add Affiliate" button to add an affiliate.						

You must identify each business that applies to your "Yes" response on the "Affiliate Relationships" questions.
You only have to list the business once if there are multiple reasons and/or persons that establish the relationship.

Navigation: << Previous, Next >>



Navigation menu: Home, Search, Bids, Purchasing, BIS, Progress Payments, Tools, CRM, Help, Logout

Navigation tabs: 1 Registration, 2 Business, 3 Owners, 4 Affiliates, 5 Taxes, 6 Other

Add Affiliate

AFFILIATE INFORMATION

BUSINESS NAME

You must identify each business that applies to your "Yes" response on the "Affiliate Relationships" questions.
You only have to list the business once if there are multiple reasons and/or persons that establish the relationship.

Navigation: << Previous, Next >>

AFFILIATE INFORMATION

Business Name

First Name

Last Name

Title: Please Select

Ownership Percent

Business Start Date

Relationship Start Date

Relationship End Date (optional)

Fiscal Year Begins: JANUARY

Number of Employees

HOME ADDRESS

Street

Do not enter PO Box

Country: UNITED STATES

State: California

Done

Browser: Mozilla Firefox

URL: RFP Depot, LLC (US) https://www.bidsync.com/DPZAdmin?ouac=bis&cer

Taxes

Enter your **Gross Annual Receipts** for the years requested.
The Update option may not be required.
Click **Next**.



TAX INFORMATION						
GROSS ANNUAL RECEIPTS TABLE						
Use this table to locate the gross annual receipts on a federal tax return as required below						
If your firm ownership type is a:			Your gross annual receipts less returns & allowances are located on:			
SOLE PROPRIETORSHIP			SCHEDULE C (form 1040), SECTION A, LINE 3			
PARTNERSHIP OR S-CORPORATION (RENTAL OR LEASING BUSINESS)			FORM 8825, TOTAL OF LINE 3 COMBINED			
PARTNERSHIP (ALL OTHER BUSINESS TYPES)			FORM 1065, LINE 1C			
S-CORPORATION (all other business types)			FORM 1120S, LINE 1C			
C-CORPORATION			FORM 1120 OR 1120A, LINE 1C			
LIMITED LIABILITY COMPANY - SINGLE MEMBER/manager			FORM 1040, SCHEDULE C, LINE 3 or FORM 1120 or 1120A, Line 1c			
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH PARTNERSHIP TAX STRUCTURE			FORM 1065, LINE 1C			
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH S-CORP TAX STRUCTURE			FORM 1120S, LINE 1C			
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH C-CORP TAX STRUCTURE			FORM 1120 or 1120A, LINE 1C			
LIMITED LIABILITY PARTNERSHIP			FORM 1065, LINE 1C			

Enter the Gross Annual Receipts (GARs) for the applicant as reported on the business' Federal income tax return. You may enter an estimate for the most recent tax year **only** if your tax returns have not yet been filed.
[View Tax Information From Previous Application](#)

OWNER	CURRENT GARS OPTIONS	2011 GARS	2010 GARS	2009 GARS	TOTAL	AVERAGE
Consulting	2011 GARS NOT AVAILABLE				\$0.00	\$0.00
Totals:					\$0.00	\$0.00

Other: Enter Various Data and Service Areas

UNSPSC: Select Classifications and search by keywords to identify UNSPSC codes. In the search results box, select the applicable UNSPSC code and click the Add Classification button. Repeat for each key word.

KEY WORDS: Enter words which best describe the service or product your firm provides.

COMMERCIALLY USEFUL FUNCTION: Answer Commercially Useful Function questions.

When finished click **Submit**.



VARIOUS DATA

Agency with whom you are also Certified: (optional)

Certification Number with the above agency: (optional)

Do you have a bid ending within the next 30 business days?
 Yes No

SERVICE AREAS

Selected	Unselected
	Alameda County
	Alpine County
	Amador County
	Butte County
	Calaveras County
	Colusa County

UNSPSC CLASSIFICATIONS

Select Classifications Remove All Classifications

KEY WORDS

Enter the individual keywords (descriptive terms, separated by a space) which best describe your business and its offerings. Consider using terms that will help State buyers and potential business partners locate your business when they use the State's Online Certified Small Business and DVBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

Answer the following questions as they apply to the applicant firm when fulfilling a contract or purchase order.

COMMERCIALLY USEFUL FUNCTIONS

1. When fulfilling your role on a State contract or purchase order, will your firm provide services and/or products that are specifically related to that contract or purchase order? Example: The State contract is for modifying an office site, which requires plumbing. You are a licensed plumber and will perform duties specific to plumbing.	<input type="radio"/> Yes <input type="radio"/> No
2. When fulfilling your role on a State contract or purchase order, will your firm directly perform, manage or supervise your designated portion of the work? Example: The State purchase order requires specific types of nuts and bolts. Your primary line of business is selling hardware and your firm will provide the specified nuts and bolts.	<input type="radio"/> Yes <input type="radio"/> No
3. When fulfilling your role on a State contract or purchase order, will your firm provide services and/or products that are normal for your line of business? Example: Your primary line of business is selling medical supplies. It is appropriate for you to respond to a medical supply request, but it is not appropriate to perform landscaping services.	<input type="radio"/> Yes <input type="radio"/> No
4. If you subcontract, or had to subcontract (any or all of) the work on a State contract or purchase order, is the amount of subcontracting normal for your industry? Example: On a construction contract, a licensed plumber would be expected to perform most, if not all, of the plumbing work.	<input type="radio"/> Yes <input type="radio"/> No
5. When fulfilling your role on a State contract or purchase order, will your firm perform the work or provide the goods yourself, and not act as a pass-through in order to give the appearance of SB and/or DVBE participation? Example: The State purchase order requests medical supplies. Your firm's primary line of business is to sell medical supplies. Your firm will fulfill the order from start to finish, including (but not limited to) taking title to the goods, bearing the risk of loss for any damaged products and/or subcontracted services, billing the State, and dealing with any warranty or dispute issues should they arise. Your firm's role should not be to merely arrange a purchase between the State and another supplier. The State should be able to resolve any product or service issues with you (and not a third party) at any time during the transaction (or warranty period, if one exists).	<input type="radio"/> Yes <input type="radio"/> No

Navigation: Previous, **Submit**

Footer: Home Bid Search Bids Orders Tools Privacy Cert. Terms Logout
 Customer Support - vendorsupport@bidsync.com or 1-800-990-9339

Classification Selection - Microsoft Internet Explorer

SERVICE AREAS

Selected	Unselected
Alameda County	Alameda County
Alpine County	Alpine County
Amador County	Amador County
Butte County	Butte County
Calaveras County	Calaveras County
Colusa County	Colusa County

UNSPSC CLASSIFICATIONS

Select Classifications Remove All Classifications

KEY WORDS

Enter the individual keywords (descriptive terms, separated by a space) which best describe your business and its offerings. Consider using terms that will help State buyers and potential business partners locate your business when they use the State's Online Certified Small Business and DVBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

Answer the following questions as they apply to the applicant firm.

COMMERCIALLY USEFUL FUNCTIONS

1. When fulfilling your role on a State contract or purchase order, will your firm provide services and/or products that are specifically related to that contract or purchase order?
Example: The State contract is for modifying an office site, which requires plumbing. You are a licensed plumber and will perform duties specific to plumbing.

Classification Selection - Microsoft Internet Explorer

SERVICE AREAS

Selected	Unselected
Alameda County	Alameda County
Alpine County	Alpine County
Amador County	Amador County
Butte County	Butte County
Calaveras County	Calaveras County
Colusa County	Colusa County

UNSPSC CLASSIFICATIONS

Select Classifications Remove All Classifications

KEY WORDS

Enter the individual keywords (descriptive terms, separated by a space) which best describe your business and its offerings. Consider using terms that will help State buyers and potential business partners locate your business when they use the State's Online Certified Small Business and DVBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

Answer the following questions as they apply to the applicant firm.

COMMERCIALLY USEFUL FUNCTIONS

1. When fulfilling your role on a State contract or purchase order, will your firm provide services and/or products that are specifically related to that contract or purchase order?
Example: The State contract is for modifying an office site, which requires plumbing. You are a licensed plumber and will perform duties specific to plumbing.

Enter your Password. Click **Submit**.



[Back To Profile](#)

To Navigate click on the appropriate section

1 2 3 4 5 6
Registration Business Owners Affiliates Taxes Other

SMALL BUSINESS(SB)
Service

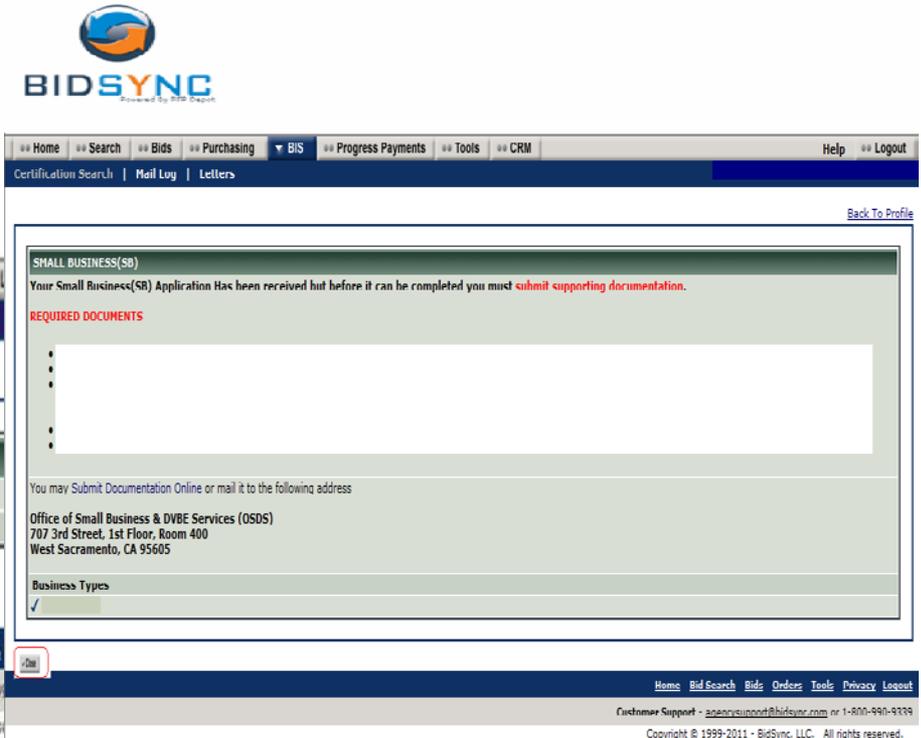
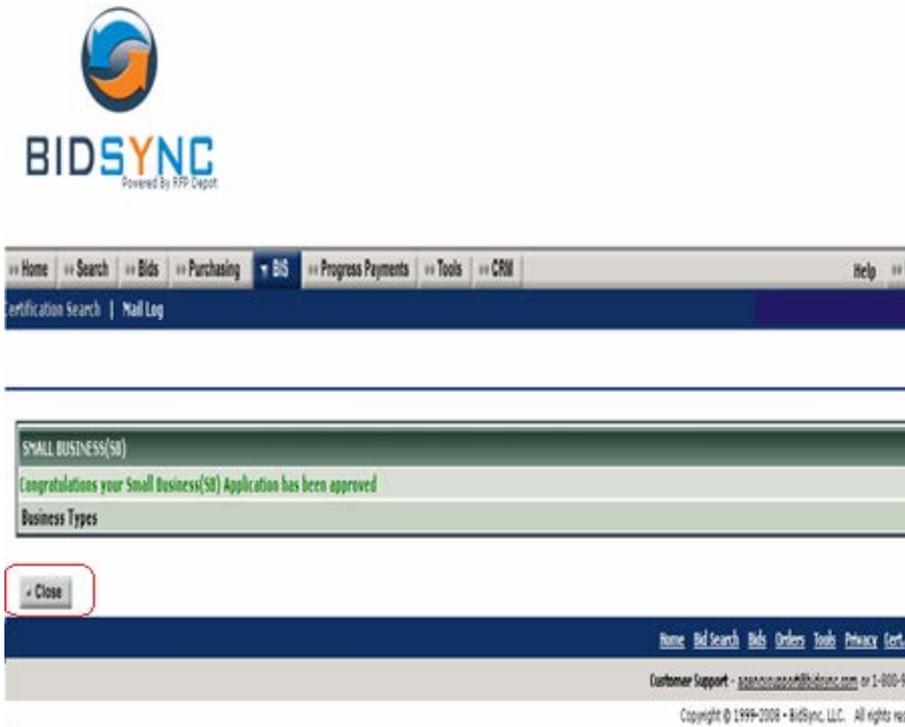
USER INFORMATION
User Id
Password

Previous Submit

After the application has been submitted, you will receive a message reflecting the status of your certification. If additional documents are required prior to your approval you may upload them to your application or mail them to:

The Office of Small Business and DVBE Services
707 3rd Street, 1st Floor, Room 400
West Sacramento, Ca 95605

Click **Close** to return to your California Profile.



California Profile

California Profile - Review profile screen. If your firm's status is Approved, under Edit Options, select "[Amend Application](#)" to make changes if needed. Select the **Logout** button to exit your eProcurement Account.

Active Certifications - View application Status (see next slide for Status definitions).



Navigation: Home Search Bids Orders Tools CRM Help **Logout**

CALIFORNIA PROFILE			
BidSync Supplier Name	Consulting	Supplier Number	
Legal Business Name	Consulting	DBA Business Name	Consulting
Address		Phone	
Email		FAX	
Business Types	Service Manufacturer		
Service Areas	Alameda County, Alpine County, Amador County, Butte County, Calaveras County, Colusa County, Contra Costa County, Del Norte County, El Dorado County, Fresno County, Glenn County, Humboldt County, Imperial County, Inyo County, Kern County, Kings County, Lake County, Lassen County, Los Angeles County, Madera County, Marin County, Mariposa County, Mendocino County, Merced County, Modoc County, Mono County, Monterey County, Napa County, Nevada County, Orange County, Placer County, Plumas County, Riverside County, Sacramento County, San Benito County, San Bernardino County, San Diego County, San Francisco City & County, San Joaquin County, San Luis Obispo County, San Mateo County, Santa Barbara County, Santa Clara County, Santa Cruz County, Shasta County, Sierra County, Siskiyou County, Solano County, Sonoma County, Stanislaus County, Sutter County, Tehama County, Trinity County, Tulare County, Tuolumne County, Ventura County, Yolo County, Yuba County,		
Keywords	Business		
Classifications	339999 - All Other Miscellaneous Manufacturing 801015 - Business and corporate management consultation services		
View Options	View Application		
Edit Options	Amend Application Certify With Current Profile Certify With Blank Application		

Active Certifications

[Register as Disabled Veteran Business Enterprise \(DVBE\)](#)

TYPE	STATUS	STATUS DATE	FROM	TO	ACTIONS
SB (Micro)	Approved	May 5, 2009	May 5, 2009	May 30, 2010	

Certification History

TYPE	STATUS	STATUS DATE	FROM	TO
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Customer Support - vendorsupport@bidsync.com or 1-800-990-9339

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What Does My Application Status Mean?

- **Approved:** Your online application has been accepted and approved. You should receive an approval email from BidSync. Mail in the supporting documents requested under the “Annual Submission Requirement” section of the Approval email.
- **Full Doc:** Application requires additional support documents to be submitted and reviewed prior to making a certification decision. Be sure to include your Supplier Number when faxing or mailing documents.
- **Waiting for Agency:** Supporting documents have been received and the application is waiting for a Certification Officer to review it.
- **Pending:** Your SB/DVBE application has not been submitted. You must return to the application by selecting “Complete Application” on the California Supplier Profile page.
- **Deficiency:** A Certification Officer has reviewed the file and determined additional supporting documents are required to make an accurate certification determination.
- **Denied:** Based on your responses or information in the application your firm does not qualify for the State of CA SB/DVBE Program.

Questions? Call the **Office of Small Business & DVBE Services** at (916) 375-4940,
or email us at OSDSHelp@dgs.ca.gov