



Procurement



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) or Tax Identification Number (TIN)
Do not enter dashes in FEIN or Social Security Number (TIN)
- Secretary of State Number (if applicable)
- Home address of Officers, Member/Manager and Partners
- Dunn & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- 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 and Limited Liability Company (LLC) 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. OSDS will review the documents and render a certification decision.

All NVSA applicants will need to fill out a paper application, which can be found at the link below.
<http://www.dgs.ca.gov/pd/Programs/OSDS/NVSA.aspx>

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 \(Bidsync\)](#)

The screenshot shows the California Department of General Services (DGS) website. At the top, there is a navigation bar with links for Home, Programs & Services, Careers, and About. A search bar is located on the right. The main content area is titled "Procurement Division" and includes a sidebar with a menu of links: PD Home, Programs & Services, Forms, Resources, News & Events, and About Us. The main content area is titled "eProcurement" and contains a description of the system, a list of links (About eProcurement (eP) and Access eProcurement (eP)), and a list of instructions for users. A "What's New" section on the right lists recent updates, including contract lists and registration instructions. At the bottom, there is a "Buying Green Guide" link and a footer with contact information.

CA .GOV DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Skip to: Content | Footer | Accessibility

Search

Home Programs & Services Careers About

Procurement Division

Programs & Services » eProcurement

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 +
- eProcurement Resources +

Print View

What's New

- > [Contract List for Emergency Assistance ...](#)
- > [ATTN: Small Business and Disabled Veteran Business ...](#)
- > [Construction Firms Looking for DVBE Partners ...](#)
- > [Effective July 1, 2010 - New Bidder Instructions ...](#)
- > [Effective June 8, 2010 - New General Provisions ...](#)
- > [Modifications to the Small Business Regulations ...](#)

[View All](#)

BUYING GREEN Guide

Back to Top | Contact Us | Download Free Readers

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**.

The screenshot shows the BidSync registration form. At the top left is the BidSync logo with the tagline "WHERE BUYERS AND SELLERS MEET". At the top right are social media icons for Twitter and LinkedIn, and a "CONTACT US" button with the phone number 1-800-990-9339. Below the logo is a navigation bar with links for "Bid Notifications", "Government Procurement", "Resources", "Newsroom", and "Company". A progress bar below the navigation bar shows four steps: "Select Plan", "Your Information" (highlighted in orange), "Goods & Services", and "Complete".

The main content area is titled "In order for us to send you government bids, please provide the following information." and is divided into two sections:

- 1. Main Contact:** Includes fields for First Name, Last Name, Phone Number (with Area and Ext. sub-fields), Select Job Title (a dropdown menu), Email, Email Confirm, User Name, Password, Password Confirm, and How did you hear about us? (a dropdown menu). A note states: "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."
- 2. Company Information:** Includes fields for Company Name, Street Address, City, State (a dropdown menu labeled "Select a State"), Zip, Organization Phone Number (with Area and Ext. sub-fields), and Time Zone (a dropdown menu labeled "Pacific Time (US & Canada); Tijuana").

Below the company information fields is an "Optional" section for Business ID Number, with sub-fields for DUNS, FEIN, and SSN. Red arrows point to the FEIN and SSN fields with the text "DO NOT USE DASHES".

At the bottom of the form is a "Next Step >" button, which is circled in red. Below the button is a disclaimer: "By entering this information, you agree that BidSync may contact you." and a "Questions?" link with contact information: "BidSync representatives are standing by: 800.990.9339 | support@bidsync.com".

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. A pop-up box will appear. Select the appropriate Suggested Keywords that apply to your business. Click Search.

A pop up box will appear. Click Done Reviewing.

BIDS SYNC
WHERE BUYERS AND SELLERS MEET

My Account | CONTACT US or call 1-800-990-9339

Bid Notifications | Government Procurement | Resources | Newsroom | Company

Select Plan | Your Information | **Goods & Services** | Complete

Primary Industry
ADMINISTRATIVE, FINANCIAL & MANAGEMENT

Keywords
Please enter at least 3 keywords that define your products/services and click "Search". Then select relevant NIGP codes that classify your business.

accounting payroll human resources

[Add More Keywords](#)

Search

Suggested Keywords
Please review and check any of the following keywords that relate to your business. This will result in more relevant NIGP codes in your search.

accounting
 financial bookkeeping software technology
 tax audit finance auditing business

payroll
 resources staffing benefits human

human resources
 employment development resource health
 education

Goods and Services Specified : 1

Where do you do business
 USA + Canada USA California Only Specific States/Provinces

Notify me by
 Email (Notification preferences can be changed under "My Account" upon Login)
 Include BidSync Links PLUS™ Bids (Recommended)

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

BIDS SYNC
WHERE BUYERS AND SELLERS MEET

My Account | CONTACT US or call 1-800-990-9339

Bid Notifications | Government Procurement | Resources | Newsroom | Company

Select Plan | Your Information | **Goods & Services** | Complete

Primary Industry
ADMINISTRATIVE, FINANCIAL & MANAGEMENT

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Please enter at least 3 keywords that define your products/services and click "Search". Then select relevant NIGP codes that classify your business.

accounting payroll

[Add More Keywords](#)

Search

Suggested Keywords
Please review and check any of the following keywords that relate to your business. This will result in more relevant NIGP codes in your search.

accounting
 financial bookkeeping software technology
 tax audit finance auditing business

payroll
 resources staffing benefits human

human resources
 employment development resource health
 education

Goods and Services Specified : 1

Where do you do business
 USA + Canada USA California Only Specific States/Provinces

Notify me by
 Email (Notification preferences can be changed under "My Account" upon Login)
 Include BidSync Links PLUS™ Bids (Recommended)

Be certain to review all suggested keywords.

Done Reviewing

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

Step 3: Goods & Services

A pop up box will appear. Select the appropriate codes that apply to your business. Click Save. Under Where do you do business select California only. Under **Notify me by** read where to update your notification preferences and de-select the box Include BidSync Links Plus bids (not recommended for Free Registration). Click Next Step.

Choose Your Goods / Services

Suggested NIGP codes are based upon your keywords as well as those codes most commonly selected by similar companies. Please review the suggested list as well as the "Keyword Search List" when making your selections.

Suggested List

- 918-04 Accounting/auditing/budget Consulting
- 946-11 Accounting Services (not Otherwise Classified)
- 208-10 Accounting/financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
- 209-11 Accounting/financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
- 946-31 Certified Public Accountant (cpa) Services
- 946-10 Accounting and Billing Services (including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, Etc)
- 946-20 Auditing
- 946-49 Financial Services (not Otherwise Classified)
- 958-39 Financial Management Services
- 208-10 Accounting/financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
- 209-11 Accounting/financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
- 946-10 Accounting and Billing Services (including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, Etc)
- 209-52 Human Resources Software
- 208-51 Human Resources Software
- 918-85 Personnel/employment Consulting (human Resources)

save cancel

Goods & Services

Primary Industry
ADMINISTRATIVE, FINANCIAL & MANAGEMENT

Keywords
Please enter at least 3 keywords that define your products/services and click "Search". Then select relevant NIGP codes that classify your business.

accounting payroll human resources

Suggested Keywords
Please review and check any of the following keywords that relate to your business. This will result in more relevant NIGP codes in your search.

accounting
 financial bookkeeping software technology
 tax audit finance auditing business

payroll
 resources staffing benefits human

human resources
 employment development resource health
 education

Goods and Services Specified : 1

Where do you do business
 USA + Canada USA California Only Specific States/Provinces

Notify me by
 Email (Notification preferences can be changed under "My Account" upon Login)
 Include BidSync Links PLUS™ Bids (Recommended)

Previous Step Next Step

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

Step 4: 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 

Home | Links PLUS | eProcure | Builder | ProcurePointe | Contracts | Partners | About Us

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](#)

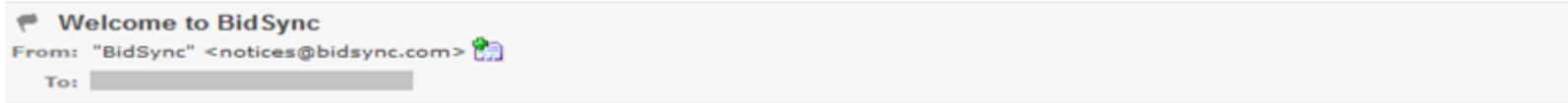
Questions? BidSync representatives are standing by. 800.990.9339 | support@bidsync.com

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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 BidSync Links Plus.)

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



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.

The screenshot shows the homepage of the California Department of General Services (DGS) eProcurement portal. The header includes the DGS logo and a search bar. Below the header is a navigation menu with links for Home, Programs & Services, and Newsroom. The main content area is titled "Procurement Division" and features a sidebar with navigation links (PD Home, Programs & Services, Forms, Resources, News & Events, About Us) and a "What's New" section. The main content area is titled "eProcurement" and contains a description of the system, a "Login to your registered eP profile" link (highlighted with a red box), and a list of "eP ToolBox" items including Bidding Opportunities, Small Business & Disabled Veterans Business Enterprise Services, State Contracting & Procurement Registration System (SCPRS), View Statewide Contracts, and eProcurement Resources.

The screenshot shows the BidSync login page. The header includes the BidSync logo and the tagline "WHERE BUYERS AND SELLERS MEET". Below the header is a navigation menu with links for Home, Links PLUS, eProcure, Builder, ProcurePointe, Reverse Auctions, Partners, and About Us. The main content area is titled "BidSync login" and contains a login form with fields for Username and Password, a "Forgot password?" link, and a "Login" button. The footer includes a navigation menu with links for Home, BidSync Links PLUS, BidSync eProcure, BidSync Builder, BidSync ProcurePointe, About Us, Contact Us, Legal, Privacy, Accessibility, and Feedback, and a copyright notice: "© 2012 BidSync. All rights reserved."

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



Bid Notifications | Government Procurement | Resources | Newsroom | Company

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; 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

I have read the Terms and Conditions

Account Home Page

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



BIDSYNC

Search Bids

[Advanced Bid Search](#)

Bid title or description (3 words or less)

All Regions

Current Bids



Welcome

[Logout](#)



Need assistance?
Contact us
or call 800-990-9339

[Home](#)

[My account](#)

[Agency list](#)

[Support](#)

Alerts

Current subscriptions

You are currently subscribed to:

[See all products](#)

Manage



You have no active cards on file

[Add credit card](#)

Links bids

[Addendums](#) [Changes](#) [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

[Home](#)

[Bid Search](#)

[Bids](#)

[Orders](#)

[Tools](#)

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.



Home Search Bids Orders Tools CRM Agency List

Your Info Admin Invoice Tools Messages

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](#)



Home Search Bids Orders Tools CRM Agency List

Your Info Admin Invoice Tools Messages

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 auto-select all sub-classifications.

1. Search by NIGP Code or Keyword

- 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](#)

Account Profile Setup

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



Home Search Bids Orders Tools CRM Agency List

Your Info Admin Invoice Tools Messages

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 |



Home Search Bids Orders Tools CRM Agency List

Support Logout

Your Info Admin Invoice Tools Messages

| NOTIFICATIONS FOR LAUREN REYNA | | | | |
|----------------------------------|----------------------------------|-----------------------|-----------------------|---|
| 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 BidSync Links bids. ? |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Send me a daily list of BidSync 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](#)

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

Customer Support • vendorsupport@bidsync.com or 800-990-9309

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Account Profile Setup

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



Home Search Bids Orders Tools CRM Agency List

Your Info Admin Invoice Tools Messages

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](#)



Home Search Bids Orders Tools CRM Agency List

Your Info Admin Invoice Tools Messages

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.



Home Search Bids Orders Tools CRM Agency List
Your Info Admin Invoice Tools Messages

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



Home Search Bids Orders Tools CRM Agency List
Your Info Admin Invoice Tools Messages

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 icon. Note: Selecting a classification heading will automatically select all the sub-classifications. (UNSPSC Code 11, 1201)

1. Search by UNSPSC Code or Keyword

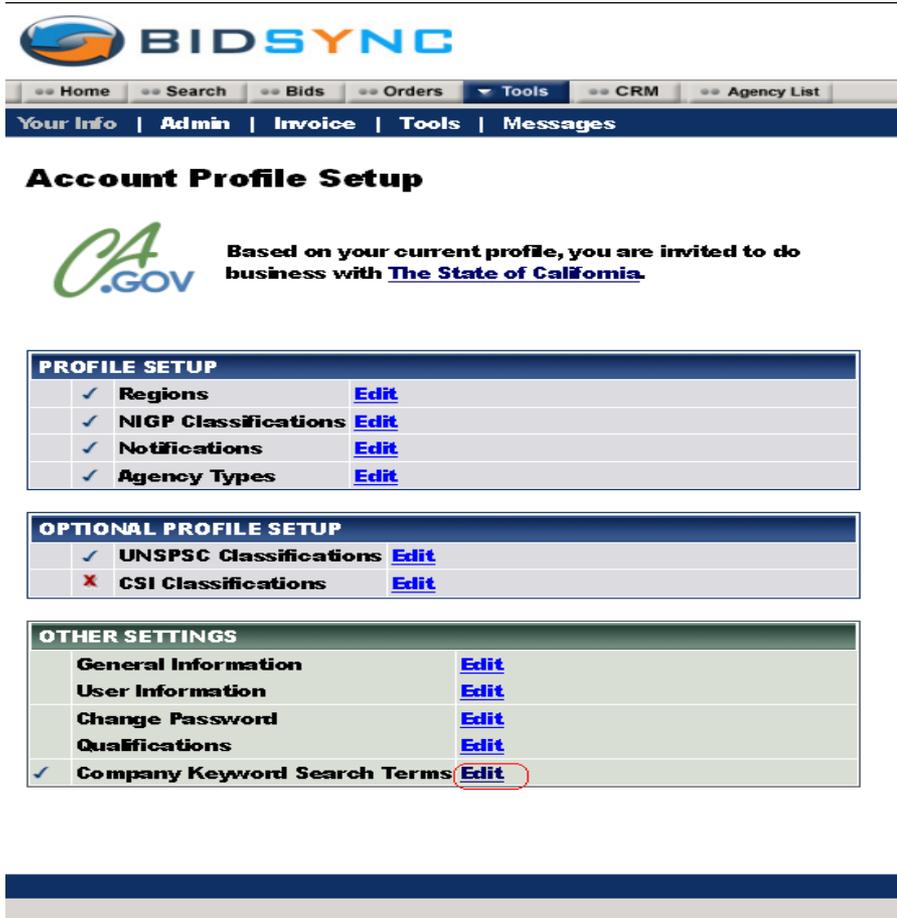
2. View classifications

- 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

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.



The screenshot shows the BIDS SYNC logo at the top left. Below it is a navigation bar with links: Home, Search, Bids, Orders, Tools, CRM, Agency List. A secondary navigation bar contains: Your Info, Admin, Invoice, Tools, Messages. The main heading is "Account Profile Setup". Below this is a logo for "CA.GOV" and a message: "Based on your current profile, you are invited to do business with [The State of California](#)." There are three sections: "PROFILE SETUP" with a table of settings, "OPTIONAL PROFILE SETUP" with a table of settings, and "OTHER SETTINGS" with a table of settings. The "Company Keyword Search Terms" link in the "OTHER SETTINGS" table is circled in red.

| 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 |



The screenshot shows the BIDS SYNC logo at the top left. Below it is a navigation bar with links: Home, Search, Bids, Orders, Tools, CRM, Agency List. A secondary navigation bar contains: Your Info, Admin, Invoice, Tools, Messages. The main heading is "KEYWORDS". Below this is a text box with the instruction: "Please enter the Keywords you wish associated with" and "These Keywords are used to help identify your business to agencies." The text box is empty. At the bottom left of the text box is a "Confirm" button, which is circled in red. At the bottom right of the page is a footer with links: Home, Bid Search, Customer Support, and Copyright © 1.

Account Profile Setup

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



Home Search Bids Orders Tools CRM Agency List Help Logout

Your Info | Admin | Invoice | Tools | Messages

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.



Home Search Bids Orders Tools CRM Agency List Help Logout

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

| | | |
|---|-------------------------------------|-------------------------------------|
| 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 CRM Agency List Support Logout

Your Info | Admin | Invoice | Tools | Messages



The State of California 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

- ✓ Social Security Number: [\[Edit\]](#)
- ✓ UNSPSC Classifications:
- ✗ The State of California Use Policy:
- Registration Status:

CERTIFICATIONS

Register your business with The State

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

PROFILE IDENTIFICATION NUMBER

| | |
|------------------------|--|
| Identification Type: | Social Security Number |
| Identification Number: | Federal Employer Identification Number Social Security Number |
| Identification Number: | |

When entering your FEIN or Social Security Number, please do not enter a dash or hyphen within the string of numbers.
Example:
123456789 for FEIN or SSN
Do NOT enter as 12-3456789 (for FEIN) or 123-45-6789 (for SSN)

**DO NOT INCLUDE DASHES IN YOUR TAX IDENTIFICATION NUMBER (TIN) OR FEIN OR SSN.
ONLY PLACE SSN'S IN THE SOCIAL SECURITY NUMBERS FIELD. DO NOT USE SSN'S AS A FEIN.**

Terms Logout
800-990-9339
ts reserved.

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 content area displays the "The State of California Supplier Profile" page. A navigation menu at the top includes Home, Search, Bids, Orders, Tools, and CRM. Below the navigation, there are links for Your Info, Admin, Invoice, Tools, and Messages. The main heading is "The State of California Supplier Profile" with a sub-heading "CA.GOV". A message states: "Successfully completing this registration process will enable you allowed to continue with the registration process by submitting y".

Below the message, there is a "PROFILE INFORMATION" section with a table:

| PROFILE INFORMATION | |
|---|-------------------------------------|
| ✓ Federal Employer Identification Number: | XXXXXXXX [Edit] |
| ✓ UNSPSC Classifications: | [Edit] |
| ✗ The State of California Use Policy: | Not Accepted View |
| Registration Status: | Submit Registration |

Below the profile information, there is a "CERTIFICATIONS" section with the heading "Register your business with The State of California as:" and a list of certification types:

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

Overlaid on the right side of the page is a browser window titled "The State of California Use Policy". The browser address bar shows "https://www.bidsync.com - The State of California Use Policy - Microsoft Int...". The page content includes:

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".

Below the policy text, there is a "USER INFORMATION" section with input fields for "User ID" and "Password". The "Password" field contains a series of dots. At the bottom of the pop-up window, there are two buttons: "Accept" and "Close". The "Accept" button is circled in red.

At the bottom of the website, there is a footer with navigation links: Home, Bid Search, Bids, Orders, Tools, Privacy, Cert, Terms, and a "Customer Support" link with email address "vendorsupport@bidsync.com" and phone number "1-800-990-". The footer also includes the copyright notice: "Copyright © 1999-2008 - BidSync, LLC. All rights reserv".

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. Sub-navigation: 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: | XXXXXXXXXX | [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.



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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](#)"

Renewing Applicants – Click on "[Renew Certification](#)"

Returning Applicants – Click on "[Complete SB Application](#)"



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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 |

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Certification Types and Business Types

Determine the desired application type then select the appropriate box or boxes (where available). 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 |
| <input type="button" value="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 |
| <input type="button" value="Next >>"/> |

Non-Profit (NP)

| |
|--|
| CERTIFICATION TYPES |
| Non-Profit (NP) |
| <input type="button" value="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 |

[Previous](#) [Next](#)

[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.

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".

Source: California Government Code Section 1799.25, "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**.

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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 >>

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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 owners, officers or members when necessary.

Click **Next** when finished.

CA .GOV Department of General Services

https://www.bidsync.com/DPXAdmin?ouac=bis&certid=&newtab=appforms&bfac=editfo...

Home Search Certification Search

#

Help Logout

Back To Profile

OWNER INFORMATION

First Name

Last Name

Title OWNER

Ownership Percent

Owner Type Please Select

HOME ADDRESS

Street
Do no enter PO Box

Country UNITED STATES

State California

City Please Select

Zip Code -

| PERCENT | EDIT | DELETE |
|---------|----------------------|------------------------|
| 100% | edit | delete |
| 100% | | |

Ownership interest m
Sole Proprietorship

Previous

Done Internet

Affiliates

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



To Navigate click on the appropriate section

1 2 3 4 5 6

Registration Business Owners Affiliates Taxes 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.

<< Previous Next >>



To Navigate click on the appropriate section

1 2 3 4 5 6

Registration Business Owners Affiliates Taxes 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. | |
| Add Affiliate | |
| << 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

www.bidsync.com

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:

| | |
|--|--|
| SOLE PROPRIETORSHIP | Your gross annual receipts less returns & allowances are located on: 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 AREA

| Selected | Unselected |
|----------------|----------------|
| Alameda County | Alameda 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 DBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

COMMERCIALLY USEFUL FUNCTIONS

- 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. Yes No
- 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. Yes No
- 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. Yes No
- 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. Yes No
- 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 SDB and/or DBE participation?
Example: The State purchase order requests medical supplies. Your firm's primary line of business is to sell medical supplies. Your firm will fill 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 substandard 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). Yes No

SERVICE AREA

| Selected | Unselected |
|----------------|----------------|
| Alameda County | Alameda 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 DBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

COMMERCIALLY USEFUL FUNCTIONS

- 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. Yes No

SERVICE AREA

| Selected | Unselected |
|----------------|----------------|
| Alameda County | Alameda 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 DBE search engine. Your keywords will be truncated to 255 characters. You can update your keywords at any time.

COMMERCIALLY USEFUL FUNCTIONS

- 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. Yes No

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

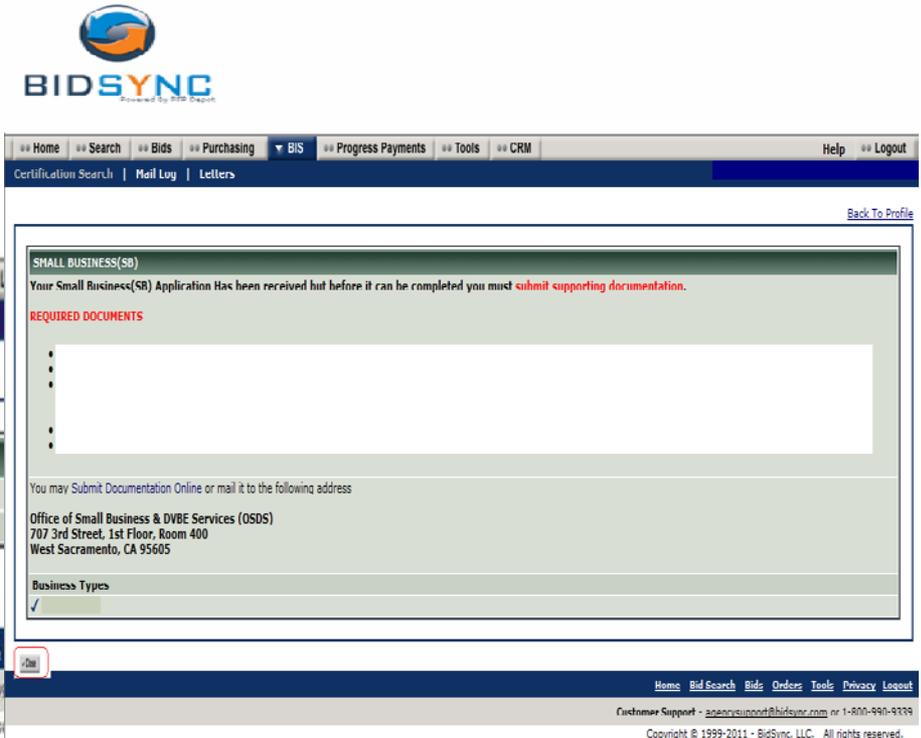
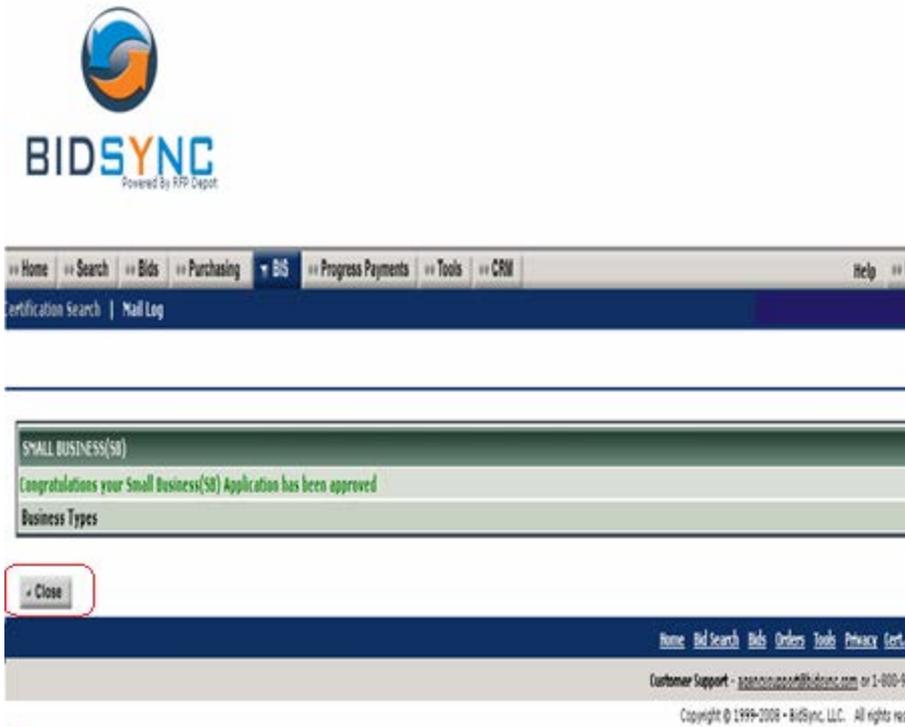
← Password

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 |
|------|--------|-------------|------|----|
|------|--------|-------------|------|----|

Home Bid Search Bids Orders Tools Privacy Cert. Terms Logout

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