



Procurement



Supplier Registration Certification 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 DGS Procurement Division website. The header includes the DGS logo and the Procurement Division name. A navigation bar contains links for Home, About Us, Forms, Programs & Services, and Resources. Below the navigation bar, a breadcrumb trail reads 'You are here > Programs & Services > eProcurement'. The main content area is titled 'eProcurement' and contains a paragraph explaining the system. Below this, there are two sections: 'About eProcurement (eP)' and 'Access eProcurement (eP)'. The 'Access eProcurement (eP)' section contains a list of links, with 'Register to create a new eP supplier profile' circled in red. To the right of the main content, there are two sidebars: 'What's New' with links to outreach events and legislation, and 'PD Quick Links' with links to solicitations, notifications, leveling the playing field, and profile updates. At the bottom, there is an 'eP ToolBox' with links to bidding opportunities, small business services, SCPRS, statewide contracts, and resources.

DGS
GENERAL SERVICES

Procurement Division

Home About Us Forms Programs & Services Resources

You are here > Programs & Services > eProcurement

eProcurement

eProcurement is the 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. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

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](#).
- ◊ To recertify, use the [Certification Renewal Procedures \(PDF\)](#)
- ◊ State users register through their department [System Administrator](#).

eP ToolBox

Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

State Contracting & Procurement Registration System (SCPRS)

View Statewide Contracts

eProcurement Resources

What's New

- ◊ Small Business & DVBE Outreach Events 2013 ...
- ◊ Prompt Payment Legislation SB 856 ...

[View All news and events items](#)

PD Quick Links

- ◊ Upcoming Solicitations
- ◊ Stop BidSync LinkPlus Notifications
- ◊ Leveling the Playing Field (PowerPoint)
- ◊ Updating Your Profile - Instructions

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**.



My Account

CONTACT US
1-800-990-9339



Your Information

Keywords

Classification Codes

Registration Complete

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

1. Main Contact

First Name

Last Name

Phone Number

Area Format: ----****

Ext

Select Job Title
Please Select

Email

Email Confirm

User Name

Password

Password Confirm

How did you hear about us?
Choose One

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

Company Name

Street Address

City State Zip

Select a State

Organization Phone Number

Area Format: ----****

Time Zone
Pacific Time (US & Canada); Tijuana

Optional

Business ID Number

DUNS FEIN SSN

DO NOT USE DASHES

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

Step 2: Keywords

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. Select the appropriate Suggested Keywords that apply to your business. Under Where do you do business select California only. Under Notifications 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.

BIDSYNC My Account CONTACT US 1-800-990-9339

Select Plan Your Information **Keywords** Classification Codes Complete

* Required fields

Primary Industry ←

* Company primary industry: COMMUNICATION

Keywords ←

Keywords help us find bids that are the best match for your company.

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

Small Business Consulting

[Add More Keywords](#)

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.

small business consulting

process project software technology development data printing small business design

Where do you do business? ←

USA + Canada USA California Only Specific States/Provinces

Notifications ←

We will send your notifications by email by default. To manage your notification preferences, go to "My Account" upon login.

Include BidSync Links PLUS™ Bids (Recommended)

« Previous Step Next Step »

Questions? BidSync representatives are standing by. 1-800-990-9339 | support@bidsync.com

Step 3: Classification Codes

Select the appropriate codes that apply to your business. Click Next Step.



* Required fields

Classification categories

In order to send you bid notifications you must select NIGP codes. All codes selected are matched to bids that are released through our system. You may select up to **100** codes that apply to your business.

NIGP codes based on Keyword search results

These codes were matched only to the keywords that you entered.

<input type="checkbox"/>	918-28	Computer Hardware Consulting
<input type="checkbox"/>	918-35	Disadvantage Business Enterprise (dbe) and Historically Underutilized Business (hub) Consulting Including Technical Assistance
<input type="checkbox"/>	918-38	Education and Training Consulting
<input type="checkbox"/>	918-40	Employee Benefits Consulting
<input type="checkbox"/>	918-21	Business Consulting, Large
<input type="checkbox"/>	918-19	Buildings, Structures and Components Consulting
<input type="checkbox"/>	918-20	Business Consulting, Small
<input type="checkbox"/>	045-12	Appliances, Small, Non-electric (not Otherwise Classified)
<input type="checkbox"/>	918-25	Compliance Consulting, American Disabilities Act (ada)
<input type="checkbox"/>	918-43	Environmental Consulting
<input type="checkbox"/>	325-64	Rations, Small Animal
<input type="checkbox"/>	918-45	Fashion Consulting Services
<input type="checkbox"/>	918-63	Housing Consulting
<input type="checkbox"/>	918-37	Economy Consulting
<input type="checkbox"/>	918-79	Minority and Small Business Consulting
<input type="checkbox"/>	918-18	Boiler Chemistry Consulting
<input type="checkbox"/>	918-46	Feasibility Studies (consulting)
<input type="checkbox"/>	918-58	Governmental Consulting

[Select None](#)

[See codes that companies like yours selected](#)

Classification codes selected : 0

[< 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 is now activated**. Click the My Account button to login to your account and complete your State of California Profile and SB/DVBE Application.



CONTACT US
1-800-990-9339



Thank you for registering with BidSync!

You can now log in and view bid information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!



View **128** BidSync Links PLUS bids matching your profile

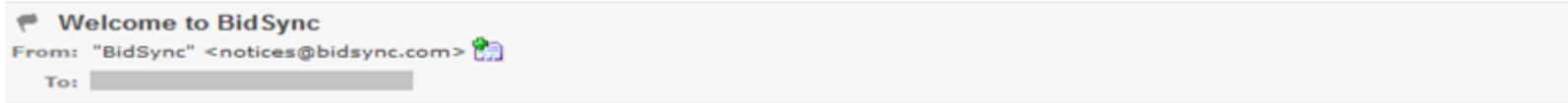
Questions? BidSync representatives are standing by. 800.990.9339 | support@bidsync.com

[Home](#) | [Legal](#) | [Privacy](#) | [Accessibility](#) | [Feedback](#) | [Sitemap](#) | [News](#) | [About Us](#)

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.



You are here > Programs & Services > eProcurement

eProcurement

eProcurement is the 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 (DVB/E) 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. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

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Access eProcurement (eP)

- **Login to your registered eP profile.**
- Register to create a new eP supplier profile.
 - For assistance, use the [Registration Instructions](#).
- To re-certify, use the [Certification Renewal Procedures \(PDF\)](#)
- State users register through their department [System Administrator](#).

eP ToolBox

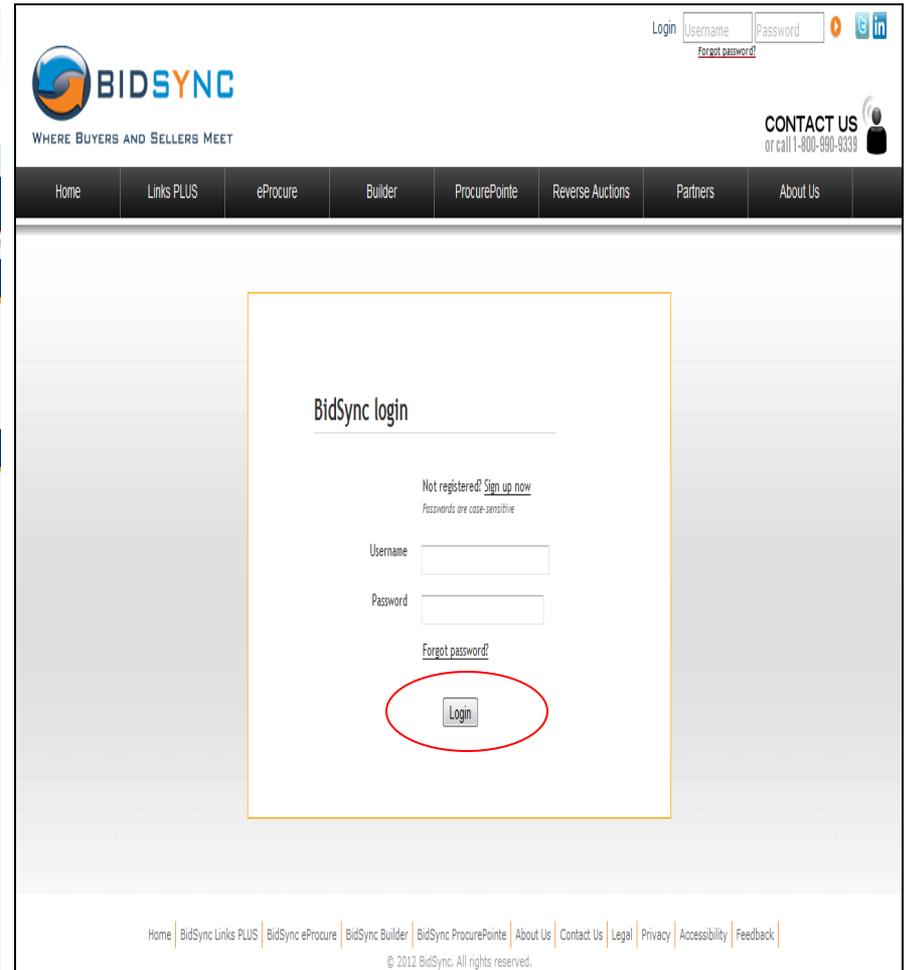
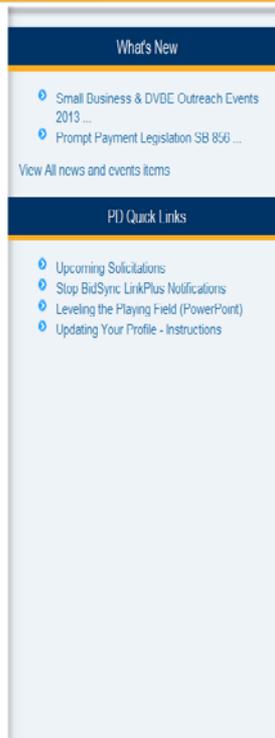
Bidding Opportunities

[Small Business & Disabled Veterans Business Enterprise Services](#)

[State Contracting & Procurement Registration System \(SCPRS\)](#)

[View Statewide Contracts](#)

[eProcurement Resources](#)



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 Company 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](#)

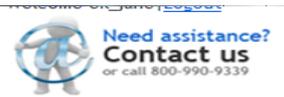
[Tools](#)

Company Profile

Click the link Company Profile.



Search bids [Advanced Bid Search](#)
Bid title or description (3 words or less)
All Regions Current Bids



Home My account Agency list Support

[Company profile](#)

[My user info](#)

[Admin](#)

[Invoice](#)

[Tools](#)

[Messages](#)

My account

Company name: Small Business Consultants
Contact: Emily Van Atta
Address: 707 Third Street
West Sacramento, CA 95605
Phone: 530-412-3456
Contact email: ek_jane@yahoo.com

Need Help with your account setup?

Call BidSync account support 800-990-9339

Based on your current profile, you are invited to do business with the following agencies

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



Help agencies find you.

[Finish](#) filling out your vendor profile

Company profile

[General Info](#)
[Business](#)
[Owners](#)
[Insurance](#)
[Notifications](#)
[Classifications](#)
[Qualifications](#)

My user info

[Change password](#)

Admin

[Users](#)
[Accts. payable](#)
[Accts. receivable](#)
[Supplier ads](#)
[Subscriptions](#)
[Credit cards](#)
[Plan holder list](#)

Invoice

[Summary of charges](#)
[Itemized charges](#)

Tools

[Training](#)
[FAQ](#)

Messages

[\(View your messages\)](#)

Notifications

Click on the box labeled Notifications.

Agency Types: Make sure only the box for State is marked for free bids.

Notification type & frequency: Verify the correct contact methods for each option.

Click Save. When finished click the My Account tab.

Home **my account** Agency list Support

Company profile

Company profile is incomplete.
The information in your company profile is used to match agencies with vendors who meet their needs. Please finish filling out your profile on each of these tabs so agencies may find your company.

General Info Business Owners Insurance **Notifications** Classifications

Qualifications

Notification settings: Agency types

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

<input type="checkbox"/> School District	<input type="checkbox"/> Municipality	<input type="checkbox"/> Federal
<input type="checkbox"/> University/College	<input type="checkbox"/> Community College	<input type="checkbox"/> Private
<input checked="" type="checkbox"/> State	<input type="checkbox"/> Port/Transit Authority	<input type="checkbox"/> Military
<input type="checkbox"/> County	<input type="checkbox"/> Other	

Notification type & frequency

Please add notices@bidsync.com to your address book to prevent spam filters from blocking them.

Email

- Notify me of bids I've been invited to.
- Send me a confirmation message every time I submit offers on a bid.
- Notify me when a bid I participate in is tabulated.
- Notify me when a bid I participate in is awarded.
- Notify me as soon as an Order is placed.
- Send me a daily list of BidSync Links bids.
- Send me a daily list of BidSync Links PLUS bids.
- Send me exclusive special offers and promotions.

[Select All](#) [Clear All](#)

FAX

Save Reset

Account Profile Setup

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

The screenshot shows a web interface for account management. At the top is a blue navigation bar with links for Home, My account, Agency list, and Support. The main content area is titled 'My account' and displays the following information:

- Company name: Big Momma's Sandwiches
- Contact: Linda Gross
- Address: 2768 Catania Way, Sacramento, CA 95826
- Phone: 916-361-0219
- Contact email: ms12dzn@gmail.com

To the right of this information is a yellow-bordered box with the text: 'Need Help with your account setup? Call BidSync account support 800-990-9339'. Below the account details, a message states: 'Based on your current profile, you are invited to do business with the following agencies'. A red oval highlights a link that says 'Register your business with The State of California' next to the logo for the Department of General Services, which includes the tagline 'BUILDING GREEN BUYING GREEN INCUBATING GREEN'. On the left side of the page, there is a sidebar with a 'Company profile' section containing links for 'My user info', 'Admin', 'Invoice', 'Tools', and 'Messages'. Below this is a 'Help agencies find you.' section with an icon of binoculars and the text 'Finish filling out your vendor profile'. At the bottom of the page, there are six main menu tiles: 'Company profile' (with sub-links for General info, Business, Owners, Insurance, Notifications, Classifications, and Qualifications), 'My user info' (with a 'Change password' link), 'Admin' (with sub-links for Users, Accts. payable, Accts. receivable, Supplier ads, Subscriptions, Credit cards, and Plan holder list), 'Invoice' (with sub-links for Summary of charges and Itemized charges), 'Tools' (with sub-links for Training and FAQ), and 'Messages' (with a '(View your messages)' link).

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
My account My user 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]
X	UNSPSC Classifications:	
X	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.

Agency Terms Logout
or 800-990-9339
All rights reserved.

The State of California Supplier Profile

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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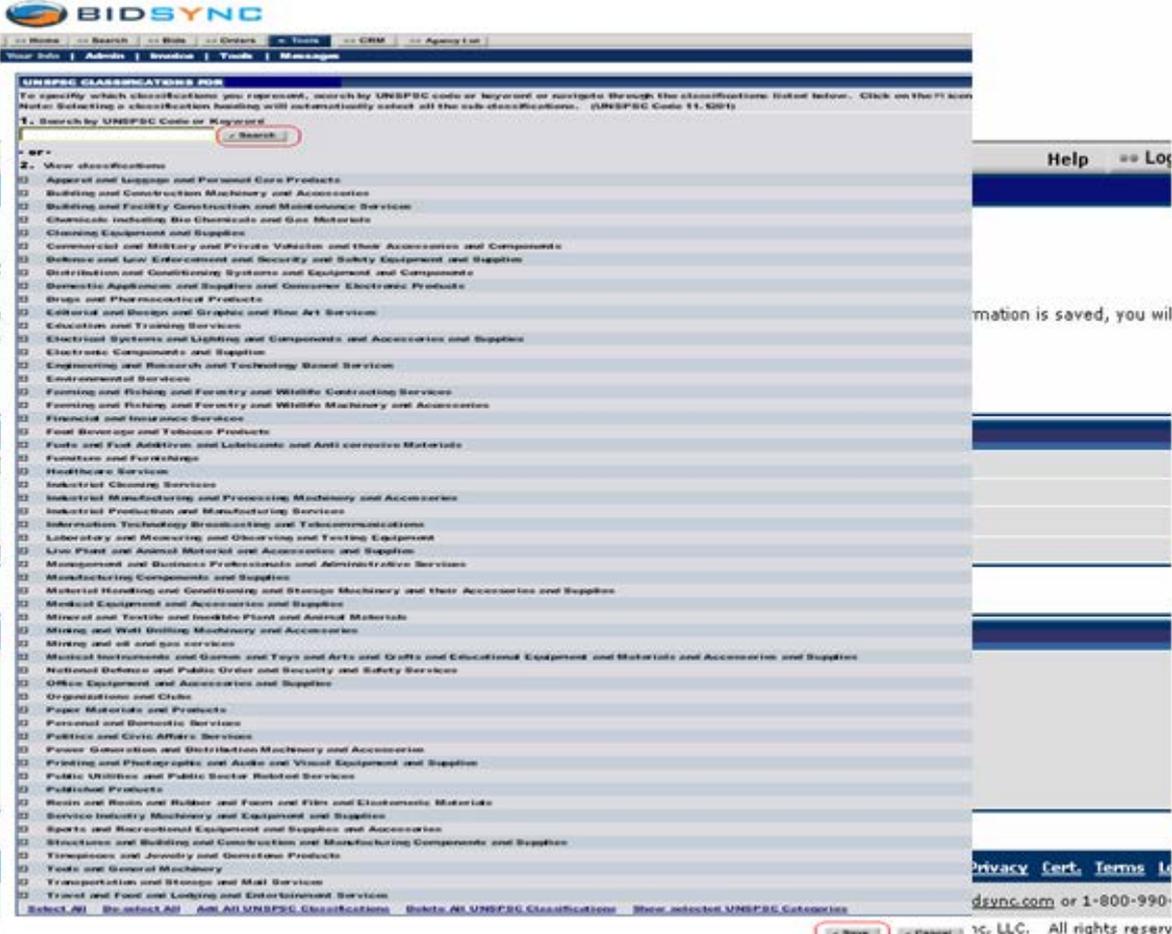
Home Search Bids Orders Tools
Your Info Admin Invoice Tools Messages



The State of California Supplier
Successfully completing this registration process allowed to continue with the registration process

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

CERTIFICATIONS	
Register your business with The State of California as:	
• Small Business	
• Disabled Veteran Business Enterprise	
• Non-Profit Veteran Service Agency	
• Non-Profit	



BIDSYNC

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 Plus icon. Note: Selecting a classification heading will automatically select all the sub-classifications. (UNSPSC Code 11, 001)

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
- Educational and Design and Graphics 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 Fixtures
- 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
- Iron Plant and Animal Material and Accessories and Supplies
- Management and Business Publications 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
- Mining and Textile and Textile Plant and Animal Materials
- Mining and Well Drilling Machinery and Accessories
- Mixing and oil and gas services
- Medical 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
- Political 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
- Rails and Ropes and Rubber and Foam and Film and Electronic 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
- Transportation and Jewelry and Gemstones Products
- Tools and General Machinery
- Transportation and Storage and Mail Services
- Travel and Food and Lodging and Entertainment Services

Select All Do not select All Add All UNSPSC Classifications Subtract All UNSPSC Classifications Show selected UNSPSC Categories **[Save]** **[Cancel]**

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 State of California Supplier Profile" with a sub-header "CA.GOV". Below this, there is a section for "PROFILE INFORMATION" with a table of user details. A red 'X' icon is next to the "The State of California Use Policy" row, which shows a status of "Not Accepted" and a red-bordered "[View]" link. Below the profile information is a "CERTIFICATIONS" section with a list of business types. A pop-up window titled "The State of California Use Policy" is overlaid on the right side of the page. The pop-up contains the full text of the use policy and a "USER INFORMATION" section with fields for "User ID" and "Password". At the bottom of the pop-up, the "Accept" button is highlighted with a red box. The website footer includes navigation links, customer support information, and a copyright notice for BidSync, LLC.

PROFILE INFORMATION

✓	Federal Employer Identification Number:	XXXXXXXX	[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 Use Policy

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".

USER INFORMATION

User ID:

Password:

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



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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. Tell the operator your Registration is Pending. Otherwise, click "[Register your business](#)" link.



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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.

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

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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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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

→ Non-Profit Veteran Service Agency (NVSA)

CERTIFICATION TYPES
Non-Profit Veteran Service Agency (NVSA)

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

→ Non-Profit (NP)

CERTIFICATION TYPES
Non-Profit (NP)

Eligibility Questions

Answer all questions then click **Next**.



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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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Participation Authorization and Compliance Agreement

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



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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.

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Registration

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

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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: [XXXXX] - []

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

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**.



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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...

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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 -

OWNERSHIP INFO

LAST NAME

PERCENT	EDIT	DELETE
100%	edit	delete
100%		

Ownership interest m
Sole Proprietorship

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Affiliates

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



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Certification Search Mail Log

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.

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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.

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AFFILIATE INFORMATION	
Business Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	Please Select
Ownership Percent	<input type="text"/>
Business Start Date	<input type="text"/>
Relationship Start Date	<input type="text"/>
Relationship End Date	<input type="text"/> (optional)
Fiscal Year Begins	JANUARY
Number of Employees	<input type="text"/>
HOME ADDRESS	
Street	<input type="text"/>
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:
PARTNERSHIP OR S-CORPORATION (RENTAL OR LEASING BUSINESS)	SCHEDULE C (form 1040), SECTION A, LINE 3
PARTNERSHIP (ALL OTHER BUSINESS TYPES)	FORM 8825, TOTAL OF LINE 3 COMBINED
S-CORPORATION (all other business types)	FORM 1065, LINE 1C
C-CORPORATION	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - SINGLE MEMBER/manager	FORM 1120 OR 1120A, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH PARTNERSHIP TAX STRUCTURE	FORM 1040, SCHEDULE C, LINE 3 or FORM 1120 or 1120A, Line 1c
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH S-CORP TAX STRUCTURE	FORM 1065, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH C-CORP TAX STRUCTURE	FORM 1120S, LINE 1C
LIMITED LIABILITY PARTNERSHIP	FORM 1120 or 1120A, LINE 1C
	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**.

Enter your Password. Click **Submit**.

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Registration Business Owners Affiliates Taxes Other

SMALL BUSINESS(SB)
Service

USER INFORMATION

User Id

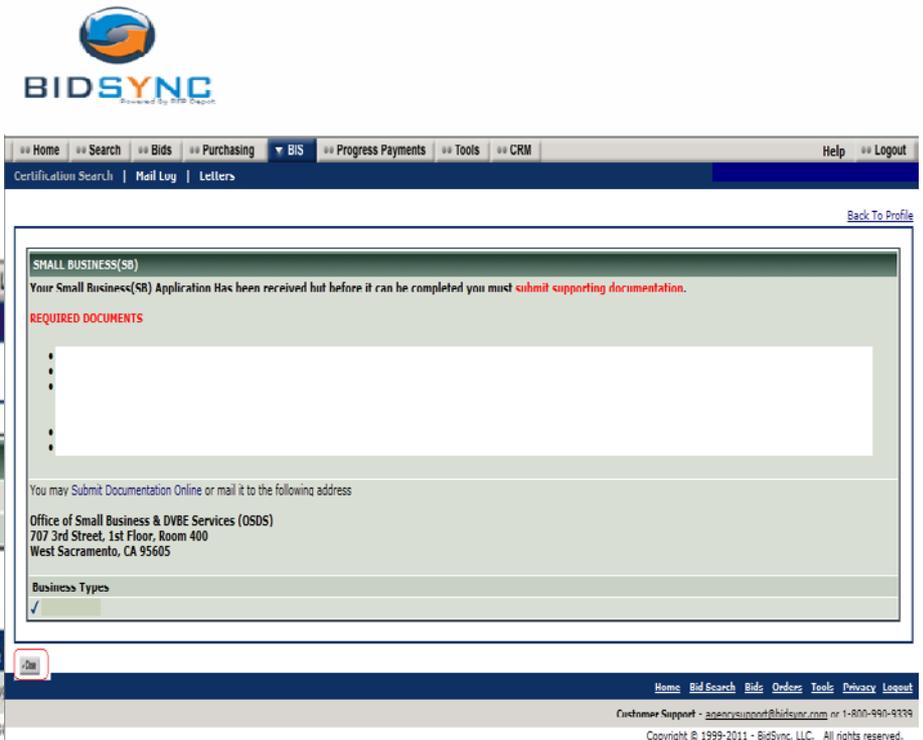
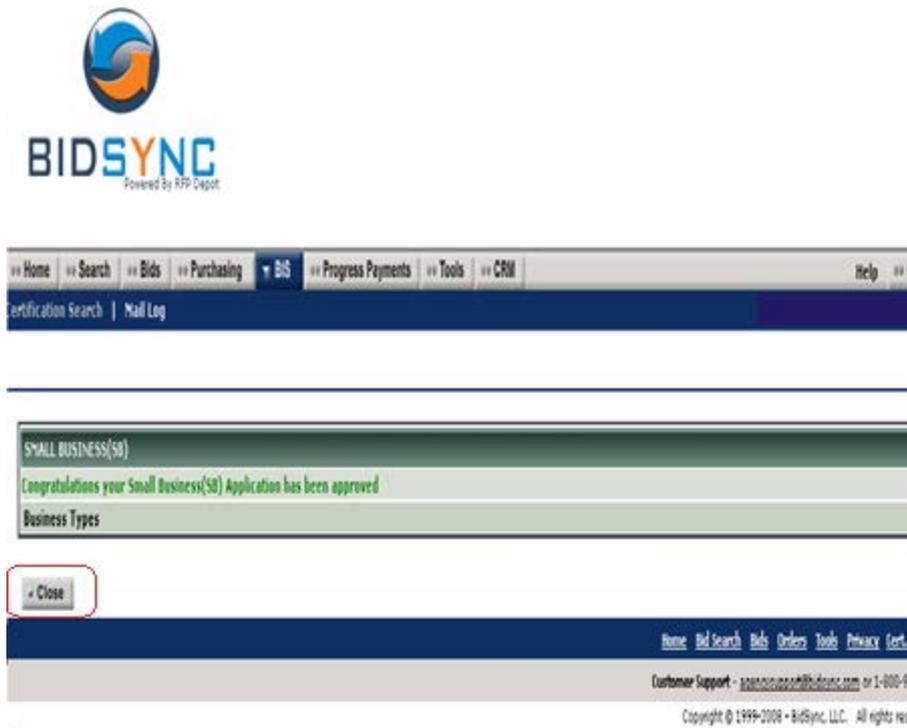
← Password

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).



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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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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