

## **Interim Certification Expedite Process Prior to March 16, 2009**

**NEW APPLICANTS:** If you have not submitted a paper or an online application, register as a supplier at [www.bidsync.com](http://www.bidsync.com). On March 16, 2009, return to either link [www.bidsync.com](http://www.bidsync.com) or [Get Certified Online](#) to submit your DVBE or Small Business Application. The Get Certified link will not be operable until March 16, 2009.

### **APPLICANTS WITH AN EXPIRED CERTIFICATION & NOT IN A BIDDING SITUATION:**

Please follow the instructions above.

### **Firms with Expired Certification in a Bidding Situation:**

Our certification system is being transitioned to a new database.

1. If you **did not** make changes to your online certification record after 5:00 p.m., Thursday, March 5<sup>th</sup>:

First, register as a supplier at [www.bidsync.com](http://www.bidsync.com). Your certification number and Bidsync supplier number should be the same. If so, complete a paper application. Second, fax the application, all supporting documents, and a document with the 'bid due date' to 916-375-4950.

**NOTE:** If your Bidsync supplier number does not match your certification number, write "Bidsync supplier # xxxxxxx" on the fax cover sheet before faxing your request. Then, contact Bidsync at 800-990-9339.

2. If you **made changes** to your online certification record after 5:00 p.m., Thursday, March 5<sup>th</sup>:

First, register as a supplier at [www.bidsync.com](http://www.bidsync.com). If the Bidsync supplier number is different than your certification number, please let us know. Fax your support documents and a document with the 'bid due date' to 916-375-4950. Write "Bidsync supplier # xxxxxxx" on the fax cover sheet before faxing your request. We will reconcile these two numbers for you.

### **NEW Applicants with Incomplete Applications in a Bidding Situation:**

Our certification system is being transitioned to a new database.

1. If you **submitted** an online application **before** 5:00 p.m., Thursday, March 5<sup>th</sup>:

First, register as a supplier at [www.bidsync.com](http://www.bidsync.com). Your reference number and Bidsync supplier number should be the same. Please fax supporting documents and a document with the 'bid due date' to 916-375-4950. A Certification Officer will call you to confirm your application is complete.

**NOTE:** If your Bidsync supplier number does not match your reference number, write “Bidsync supplier # xxxxxxx” on the fax cover sheet before faxing your request. Then, contact Bidsync at 800-990-9339.

2. If you **submitted** an online application **after** 5:00 p.m., Thursday, March 5<sup>th</sup>:

First, register as a supplier at [www.bidsync.com](http://www.bidsync.com). Your supplier number will be different than your application number. Please fax your supporting documents and a document with the ‘bid due date’ to 916-375-4950. Write “Bidsync supplier # xxxxxxx” on the fax cover sheet before faxing the request. A Certification Officer will call you to confirm your application is complete. We will reconcile these two numbers for you.

**NEW Applicants Who Have NOT Submitted an Application in a Bidding Situation:**

Our certification system is being transitioned to a new database.

First, register as a supplier at [www.bidsync.com](http://www.bidsync.com). Your certification number and Bidsync supplier number will be the same. Second, complete a paper application and fax the application, all supporting documents, and a document with the ‘bid due date’ to 916-375-4950. A Certification Officer will call you to confirm your application is complete.

Please direct questions regarding these instructions to OSDS at 916-375-4940.