



How To Do Business With California State Government



Instructor

Pierre Washington

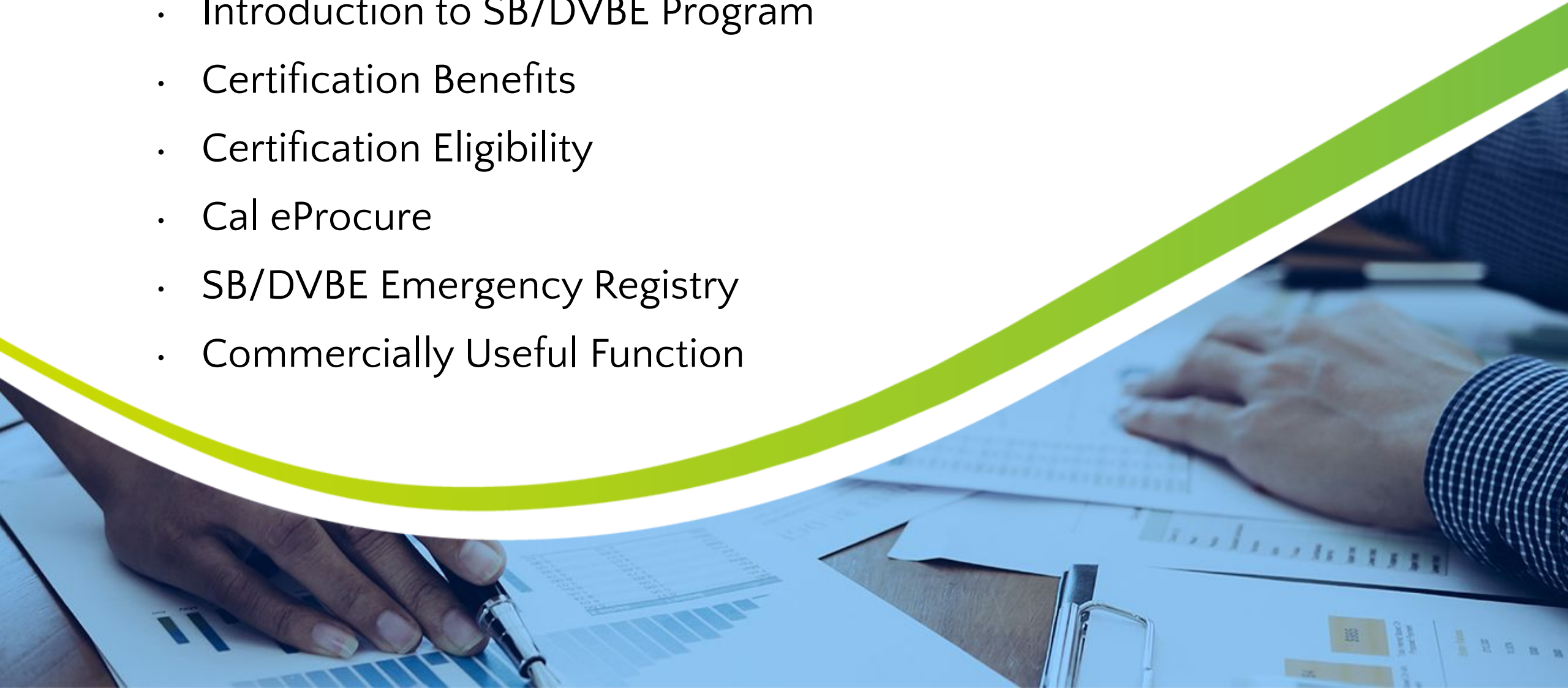
*Small Business Outreach
Office of Small Business and DVBE
Services California Department of General
Services*

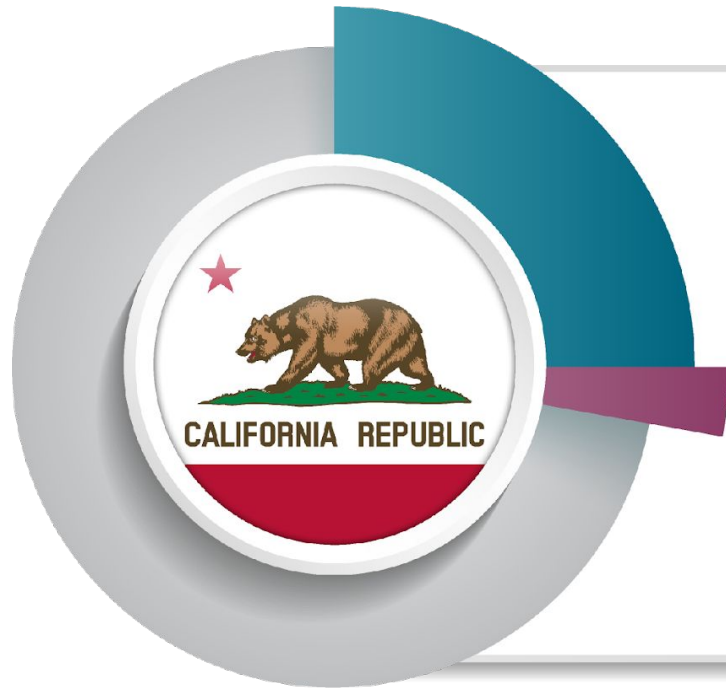
Phone: (279) 799-4532

Email: pierre.washington@dgs.ca.gov

Overview

- Introduction to SB/DVBE Program
- Certification Benefits
- Certification Eligibility
- Cal eProcure
- SB/DVBE Emergency Registry
- Commercially Useful Function





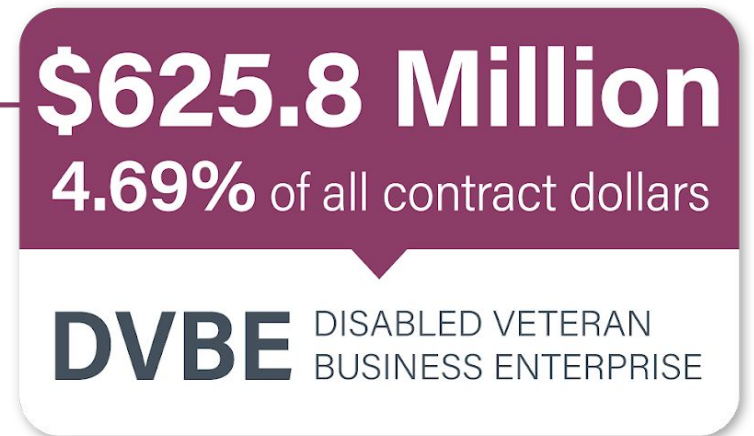
STATEWIDE PARTICIPATION GOAL

Small
Business

(SB) 25%

Disabled Veteran
Business Enterprise

(DVBE) 3%



2023–24 Fiscal Year



State Certifications

- Small Business (SB)
- Small Business for the Purpose of Public Works (SB-PW)
- Disabled Veteran Business Enterprise (DVBE)

Certification Benefits

- 5% bid preference for SBs
- Up to 5% incentive for DVBEs
- Exclusive contract opportunities
- Prompt Payment
- Reciprocity Partners
- Working with prime contractors



Small Business Eligibility Requirements

- Independently owned and operated
- Not dominant in field of operation
- Principal office located in California
- Owners (or officers for a corporation) domiciled in California
- 100 or fewer employees
- Gross Annual Receipts (GARs) less than \$18 million (with affiliates)
- *If a manufacturer, 100 or fewer employees and no GARs cap





Small Business – Public Works Eligibility Requirements

Same as SB requirements except...

- 200 or fewer employees
- Gross Annual Receipts (GARs) less than \$43 million (with affiliates)

SB and SB-PW

- Get one certification, not both
- Same benefits
- SB-PW is *only* for public works
- SB is for everything, *including* public works





DVBE Eligibility Requirements

- At least 10% service disabled
- Be at least 51% owned by disabled veterans (100% for LLCs)
- Veteran owner(s) must reside in California
- Managed and operated by disabled veterans
- Headquarters in US



Certification Documents

- **Certification Requirements**
- **First-Time Applicants:**
 - Provide IRS documentation verifying FEIN or SSN.
- **All Applicants:**
 - Submit Gross Annual Receipts and Federal Income Tax Returns for the last three tax years or years in business (if fewer).
 - Include all pages, forms, schedules, and statements.

Entity-Specific Documents

□ Corporations:

- Corporate meeting minutes or Statement of Information filed with the CA Secretary of State.

□ LLCs:

- Articles of Organization, Operating Agreement, and LLC Statement of Information.

□ Joint Ventures:

- Each partner certified as SB or SB-PW. Provide Joint Venture agreement.
- 

Q
&
A

FAQs

QUESTIONS

ASK






Cal
eProcure
caleprocure.ca.gov



Cal eProcure

- Register your business
 - Apply for Certification
 - Find solicitations and contracts
 - Receive solicitation notifications
 - Appear in searches by state buyers
 - Post ads seeking prime or subcontracting
 - Access public procurement information
 - Get training and resources
 - No cost
- 

California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)

Search Bid Opportunities

 **START SEARCH**

How do I...

Sell to the State



Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR).



Get Certified



Learn about California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications.



Find Public Procurement Information



Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities.



Find Training and Resources



Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.



Login

User ID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the Privacy Policy regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the [Cal eProcure website](#) for information about such procurements. By logging in I agree to comply with [System Use and Privacy Policy of the Financial Information System for California](#).

[Login](#)

[New Bidder Registration](#)

[Existing Supplier Registration](#)

[I forgot my password](#)

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Search Bid Opportunities

[START SEARCH](#)

Welcome to your WorkCenter

Manage your account, certifications, and bid activity

User ID
TEST7

Bidder/Supplier ID
BID0056770

[Show Less](#)

Certifications

Cert. ID 2008705

LOUISE KURASHIGE

Outreach Test Co
OSDSHELP@DGS.CA.GOV
916/375-4940

[Edit Bidder Account](#)

No Certification Record

[Get Started](#)

[View My Public Certification Profile](#) [Manage Certification](#)

My Account

[Edit Account](#)

[Manage Notification Profile](#)

[Manage Diversity Information](#)

Certification

☒ [Apply For Certification](#)

[View My Public Certification Profile](#)

Cal eProcure Profiles

Business Information

- Business Name
- Email
- Addresses
- Keywords
- UNSPSCs





Keywords and UNSPSCs

- Describe goods and services
- Allows buyers to find businesses
- Used for Cal eProcure system notifications
- Can edit at any time

Keywords

- Keywords describe a good or service, such as *concrete*, *environmental*, or *legal*
- Buyers can find your business through keyword searches
- **You** pick the keywords



Keyword Tips

- Individual words, not sentences
- Singular *and* plural
- Common words *and* technical jargon
- Broad words *and* specific words
- Use synonyms (garbage, trash, waste, etc.)
- Multi-word keywords as appropriate (Information Technology)
- Copy keywords from competitors



A person's hand is visible on the left side of the image, typing on a laptop keyboard. The laptop screen displays a data table with multiple columns and rows, and a small line chart is visible in the bottom right corner of the screen. The background is a blurred warehouse or storage area with shelves and boxes. A thick green curved line separates the image from the text on the right.

UNSPSCs

- “United Nations Standard Products and Services Code”
- Eight-digit number and a written description
- Identifies a good or service *not* an industry



UNSPSC Example

Hierarchy	Code	Description
Level 1	14000000	Paper Materials and products
Level 2	14110000	Paper materials and products – Paper products
Level 3	14111500	Paper materials and products – Paper products – Business use print & writing paper
Level 4	14111507	Paper materials and products – Paper products – Business use printing & writing paper – printer or copier paper



Using UNSPSCs

Bidder Profile

- Not publicly displayed
- System notifications
- Can be aspirational

Certification Profile

- Publicly displayed

Selecting UNSPSCs

- Search in Cal eProcure Registration and Certification
- Search on DGS website *not* UNSPSC website
- Find codes through the hierarchy
- Use relevant codes from any level
- Copy codes from competitors



Q
&
A

FAQs

QUESTIONS

ASK



Find Contract Opportunities

- California State Contracts Register (CSCR)



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[Show Less](#)

LOUISE KURASHIGE

Outreach Test Co
OSDSHELP@DGS.CA.GOV
916/375-4940

[Edit Bidder Account](#)

Certifications

Cert. ID 2008705

Certification Type	Application Date	Status	From	To
DVBE	2021-02-16	Approved	2021-12-27	2023-12-31
SB-PW	2021-02-16	Approved	2021-12-27	2023-12-31
SB(Micro)	2018-01-02	Cancelled		
SB(Micro)	2018-01-02	Cancelled		

[View My Public Certification Profile](#) [Manage Certification](#)

My Account

[Edit Account](#)

[Manage Notification Profile](#)

[Manage Diversity Information](#)

Certification

[Manage Certification](#)

[View My Public Certification Profile](#)

Event Search

California State Contracts Register

Event Name

Event ID

Department

Event Status

[Clear Criteria](#)[Advanced Search Criteria](#)[Search](#)

Use Saved Search

[Manage Saved Searches](#)[Save Search Criteria](#)

EVENTS

Showing Results 1-11 of 11

[Download](#)

California State Contracts Register

Event Name

water

Event ID

Department

Event Status

Posted

Start Date From

End Date From

Through

Through

Enter date in the format mm/dd/yyyy

Enter date in the format mm/dd/yyyy

Item Description

water

UNSPSC codes

Category

Description



+ Add a new UNSPSC code

Service Areas

Service Area ID

County



+ Add New Service Area

Contractor License Type

Contractor License Type

Description



+ Add New Contractor License Type

 Download

Event ID	Event Name	Department Name	End Date	Status
0000019441	Mammography, Bone Density and Relief Radiology Technician Services PR219008	Dept of Developmental Services	05/10/2021 11:30AM PDT	Posted
0000019215	Grower Liaison for San Bernardino County	Dept of Food & Agriculture	05/10/2021 12:00PM PDT	Posted
0000019435	CHP GOLD RUN AREA OFFICE SHOP CLOTHING SERVICES	Dept of the CA Highway Patrol	05/10/2021 1:15PM PDT	Posted
0000019390	19-27788.FMD.EEC Window Repair/Replacement	Department of General Services	05/10/2021 2:00PM PDT	Posted
0000019214	Grower Liaison for Southern Ventura County	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000018359	20-41049-000 CA Memorial Project	Department of State Hospitals	05/10/2021 2:00PM PDT	Posted
0000019211	Grower Liaison for Fresno and Madera Counties, RFP 21-0001	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000019212	Grower Liaison for Northern Tulare County, RFP 21-0002	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted

Event Details

Event : 05-0L7214



Remove & construct concrete bridge, concrete slab, bridge rail & HMA.

Details

Event ID	Dept:
05-0L7214	Department of Transportation
Format/Type:	Event Version
Sell Event / RFx	1
Published Date	Event End Date:
12/28/2020 12:00AM PST	02/17/2021 2:00PM PST
Description:	
05-SLO-1-32.6 *** SAN LUIS OBISPO COUNTY IN MORRO BAY AT TORO CREEK BRIDGE	

[View Event Package](#)[Post Vendor Ads](#)[View Vendor Ads](#)

Contact Information

Maxwell Maurer
Phone: 916/227-8224
Email: maxwell.maurer@dot.ca.gov

Pre Bid Conference (N/A)

Pre Bid Conference: Non Mandatory
Date:
Time:
Location:
Comments:

UNSPSC Codes

UNSPSC Classification	UNSPSC Classification Description
72141000	Highway and road construction services

Contractor License Type

Contractor License Type	Description
A	General Engineering Contractor
C-08	Concrete Contractor
C-12	Earthwork and Paving Contractors
D-09	Drilling, Blasting and Oil Field Work

Service Area

Area ID	County
040	San Luis Obispo

Commercially Useful Function (CUF)

You perform CUF if your business is:

- Executing a distinct element of the work
- Performing, managing, or supervising the work
- Performing work that is normal for the firm's business services and functions
- Negotiating price, determining quality and quantity, ordering, installing and making payment
- Not subcontracting a portion of the work greater than expected by industry practices





Commercially Useful Function

- Being used as a passthrough to obtain the appearance of SB/DVBE participation
- Not being used to perform the work as stipulated in the bid
- No longer used to provide goods/services listed in the initial bid response



Research Past Purchases

- State Contract and Procurement Registration System (SCPRS)

SCPRS

- Database of state purchasing
- Includes state and non-state dollars
- Public-facing
- Use to conduct market research



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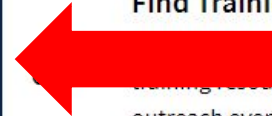


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Public Procurement Information

Find out more about public purchasing and state agency resources

Search For...

- Bid opportunities in the [California State Contracts Register \(CSCR\)](#)
- Past purchases in the [State Contracting and Procurement Registration System \(SCPRS\)](#)
- Procurement data in the [Statewide Procurement Data Dashboards](#)
- [State Contracts / Leveraged Procurement Agreements \(LPAs\)](#)
- [California certified Small Businesses \(SB\) and Disabled Veteran Business Enterprises \(DVBE\)](#)
- [Progress Payments - View progress payments on Public Works projects](#)
- [FI\\$Cal Purchase Order Payment History](#) [[Instructional Video \(2 Mins\)](#)] [["How To" Job Aid](#)]



State Agency Resources

- Learn about state procurement from the [Department of General Services, Procurement Division](#)
- [State Contracting Manuals](#)
- [Buying Green - Environmentally Preferable Purchasing \(EPP\)](#)
- [List of State Agencies with Approved Purchasing Authority](#)
- [California Procurement and Contracting Academy \(CalPCA\)](#)

System will NOT complete download action without the selection of a single search parameter (e.g., Date, BU, Acquisition Method...) Please be sure to have selected AT LEAST 1 parameter for download execution to complete.



Search Parameters ?

Department:

Purchase Document #:

Supplier ID:

Supplier Name:

Sub-Contractor ID:

LPA Contract ID:

Bill Code:

Buyer ID:

Description:

Acquisition Type:

Acquisition Method:

Transaction Start Date ?

From Date: 05/01/2023 To Date:

Certification Type ?

☐ Small Business (SB)

☐ Disabled Veteran Business Enterprise (DVBE)

☐ Non-Profit Recognition (NP)

☐ Non-Profit Veteran Service Agency (NVSA)

☐ Micro Business (MB)

☐ Small Business for the Purpose of Public Works (SB-PW)

UNSPSC ?

	UNSPSC		Description	
<input checked="" type="checkbox"/>	14111507	<input type="text"/>	Business Use Printing & Writing paper - Printer or copier paper	<input data-bbox="973 1049 1009 1078" type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input data-bbox="973 1178 1009 1206" type="button" value="+"/>

Remove Selected UNSPSC

Search

Clear

[Basic Search Criteria](#)

Advocates

- State employee
- Work in purchasing/procurement
- Manager, analyst, etc.
- Required for departments that spend at least \$100,000/year





Advocates

Roles and Responsibilities

- Help certified business contract with their department
- Assist businesses with prompt payment
- Help buyers use certified businesses
- Seek out new certified businesses

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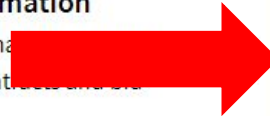
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Training and Resources

Learn how to pursue contract opportunities with California state government

Getting Started

- [How to do Business with California State Government - an Overview of State Contracting for Small Businesses \(SB\)](#)
- [Como Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Pequeñas Empresas \(SB\)](#)
- [How to do Business with California State Government - an Overview of State Contracting for Disabled Veteran Business Enterprises \(DVBE\)](#)
- [Cómo Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Empresas de Venteranos Discapacitados \(DVBE\)](#)
- [Commercially Useful Function \(video\)](#)

Next Steps

- [I'm Certified, Now What? – take next steps to contract with the state \(English\)](#)
- [Pasos a Seguir Despues de Recibir Certificacion \(Español\)](#)

Don't Miss Contract Opportunities

- [Learn how to access bid solicitations and place ads \(video\)](#)
- [Learn how to receive notifications for bid solicitations \(video\)](#)
- [Learn how to update your certification profile \(video\)](#)
- [Overview of keywords and UNSPSCs \(video\)](#)

Inside State Contracting

- [Learn about public competitive bidding \(video\)](#)
- [Learn about acquisition methods](#)
- [Learn about the SB/DVBE Emergency Registry](#)

Research and Marketing

- [Learn how to market your business \(video\)](#)
- [Contact a small business and DVBE advocate](#)



Resources to Grow Your Business

- [Leverage your state certifications for local contract opportunities](#)



Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) Advocate Directory

Search for a small business (SB) and disabled veteran business enterprise (DVBE) advocate to help you pursue contract opportunities with the state.

CONTACT

Office of Small Business and DVBE Services
Department of General Services

707 Third Street
West Sacramento, CA 95605
advocate@dgs.ca.gov

WELCOME TO THE ADVOCATE DIRECTORY

The Advocate Directory displays the contact information and other details for each Small Business (SB) / Disabled Veteran Business Enterprise (DVBE) Advocate for nearly every agency in California. The SB/DVBE Advocate works to help small businesses and disabled veteran business enterprises pursue contract opportunities with their department and work closely with the buyers in their departments to include SBs and DVBEs in state procurement.

[CLICK HERE TO VIEW THE ADVOCATE DIRECTORY](#)



Contact an SB/DVBE Advocate

Expand All

1 Search by Department Name, Office/Unit, Advocate Name or City.

2 Selecting Multiple Options in the Filter Field Drop Downs

Department	Unit / Office / Location	Advocate Name	Address
Air Resources Board	Contracts, Procurement and Grants	Sharon Flores	1001 I Street,
CA Coastal Commission	Business Services	Juanita Evans	455 Market S
CA Gambling Control Commission		Tammy Helie	2399 Gatewa
CA Highway Patrol	Business Services	Danielle Gifford	601 North 7t
CA Natural Resources Agency	Administration and Finance	Danielle Rogers	1416 Ninth S
CA Natural Resources Agency	Administration and Finance	Kristine Olson	1416 Ninth S
CA Public Utilities Commission	Executive Division	Luke Wainscott	505 Van Ness
CA Student Aid Commission	Administration / Business Services	Emilio Martinez	11040 White
CA Student Aid Commission	Administration / Business Services	Jennifer Donoho	11040 White
California African American Museum		Jon Lamirault	600 State Dri
Community Services and Development, Dept of	Business Services	Dan Agpoon	2389 Gatewa
Consumer Affairs, Dept	Business Services Office	Priscilla F	1625 N. Mark
Education, Dept of	Technology Services Division	Jessica Spencer	1430 N Stree
Fair Political Practices Commission	Administration	Carol Bollard	1102 Q Stree
First 5 California Children and Families Commission. Contracts and Procurement Unit	Contracts and Procurement Unit	Erlynn Cardenas-Jackson	2389 Gatewa
Franchise Tax Board	Procurement Bureau	Eric Helm-Tillman	P.O. Box 2086
General Services, Dept of	Office of Business and Acquisition Services	Allison Kenngott	707 3rd Stree
Health Care Services, Dept of	Administration/Contract Management Unit	Alistair McDuffie	1501 Capitol
Health Care Services, Dept of	Administration/Contract Management Unit	Christopher Steinwert	1501 Capitol
Health Care Services, Dept of	Administration/Contract Management Unit	Maksim Lyulkin	1501 Capitol
Insurance, Dept of	Business Management Bureau	Mark Valim	300 Capitol M
Insurance, Dept of	Business Management Bureau	Zachery Salvo	300 Capitol M
Military Department	Procurement Branch	Marcus Delfin	10601 Bear H
Office of the Inspector General	Business Services	Yishua He	10111 Old Pl

Department Name

All

Office / Unit

All

Advocate Name

All

City

All

SB/DVBE First Policy

☒ True

☐ False

SB Liaison

☐ False

Vacant

☐ False



SB/DVBE Emergency Registry

- Separate from Cal eProcure
- List of state certified businesses
- Used by state department buyers
- Businesses must be ready for emergency contract work
- Predetermined categories of goods and services

Emergency Registry Categories

- Base camp operations
- Debris removal
- Facilities maintenance/repair
- Fire protection
- Information technology
- Logistics/Transportation
- Medical
- Roadway maintenance



SB/DVBE Emergency Registry

To register you will need:

- Certification number
- Emergency categories
- Description of products/services
- Business address
- Contact information – both primary and emergency (after hours)



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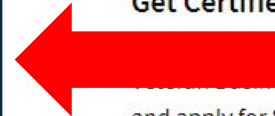
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Register in Cal eProcure

Registering your business allows your company to:

- Subscribe to receive bid opportunity notices based on United Nations Standard Products and Services Code ([UNSPSC](#))
- Receive and access your bid opportunity invitations
- Post prime and subcontracting advertisements on bid opportunities
- View your Purchase Order information
- View your Progress Payment status
- Apply and manage California Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certifications ([learn more](#))

[Learn how to register](#) (video instructions)

REGISTER NOW

Find Bid Opportunities

Bid opportunities are posted in the California State Contracts Register (CSCR).

FIND BID OPPORTUNITIES

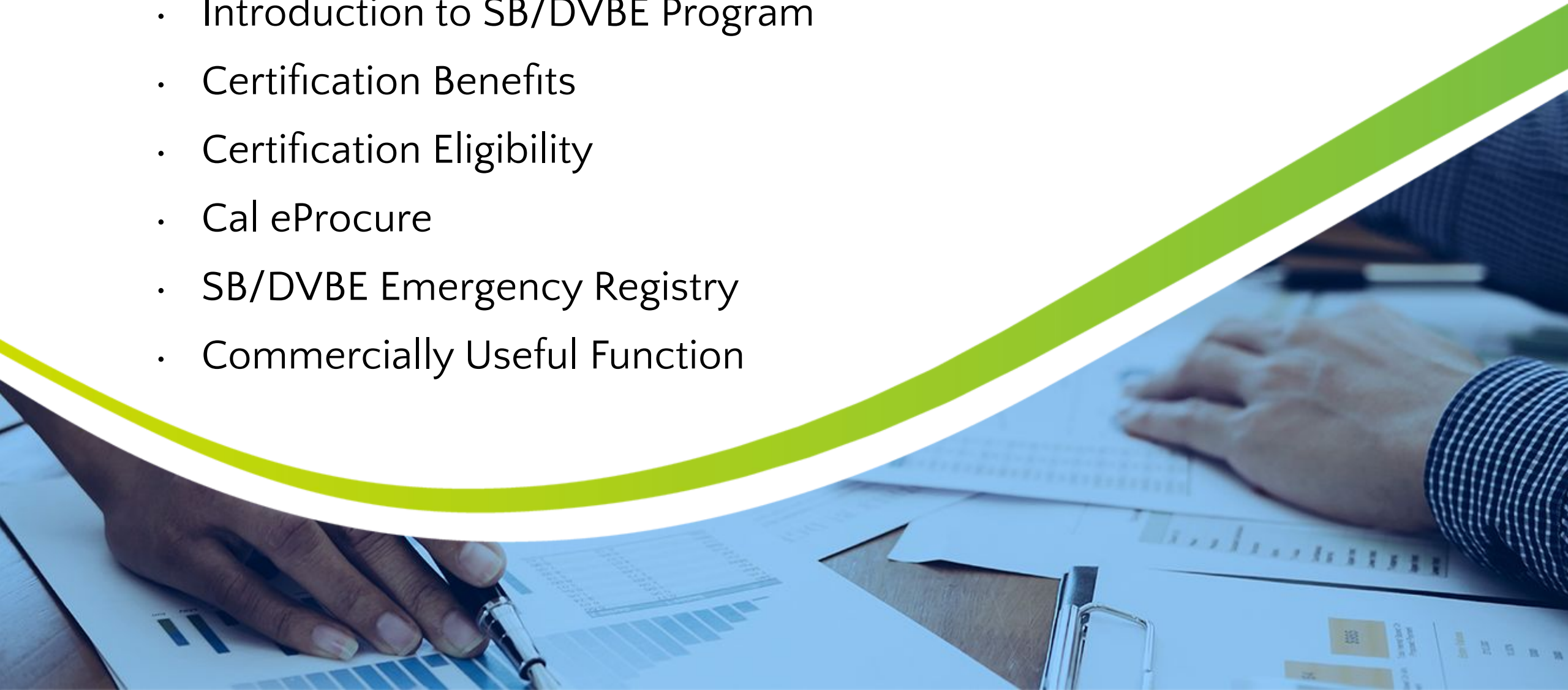
SB/DVBE Emergency Contracting

If you are a certified business capable of providing goods and services to the state during an emergency, learn more about the [SB/DVBE Emergency Registry](#).

Additional Resources

Review

- Introduction to SB/DVBE Program
- Certification Benefits
- Certification Eligibility
- Cal eProcure
- SB/DVBE Emergency Registry
- Commercially Useful Function



Resources

Apex Accelerators (established businesses)

- Government contracting

Small Business Development Centers (new businesses)

- Business consulting, planning, marketing and access to capital

SCORE (newer businesses)

- Business mentorship



Schedule a Consultation

- Introduction to state contracting
- Cal eProcure registration and certification
- Update Cal eProcure profiles
- Find contract opportunities



*Thank You
for Participating*





Instructor

Pierre Washington

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Services California Department of General
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Phone: (279) 799-4532

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