

State Contracting 101



Instructor

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Office of Small Business and DVBE Services

California Department of General Services

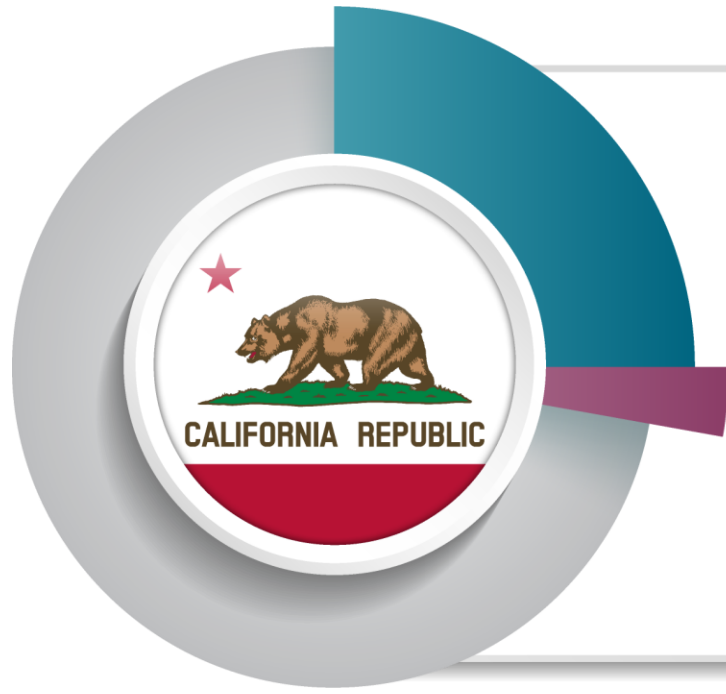
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Overview

- ◆ Small & Disabled-Veteran Business Program
- ◆ Certification Benefits & Eligibility
- ◆ Cal eProcure
- ◆ Find Contract Opportunities
- ◆ Contract readiness





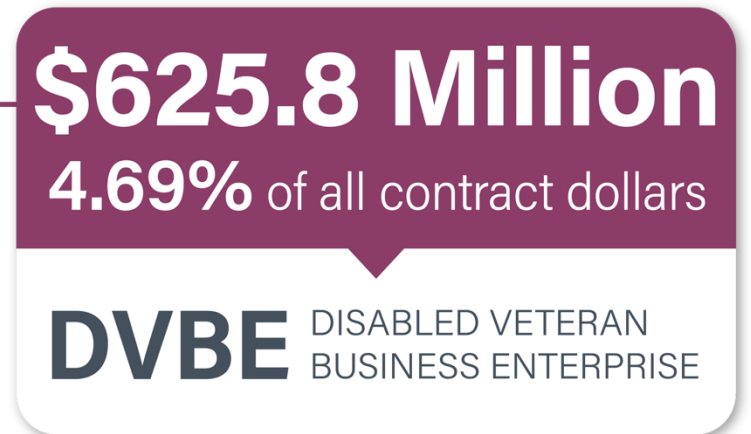
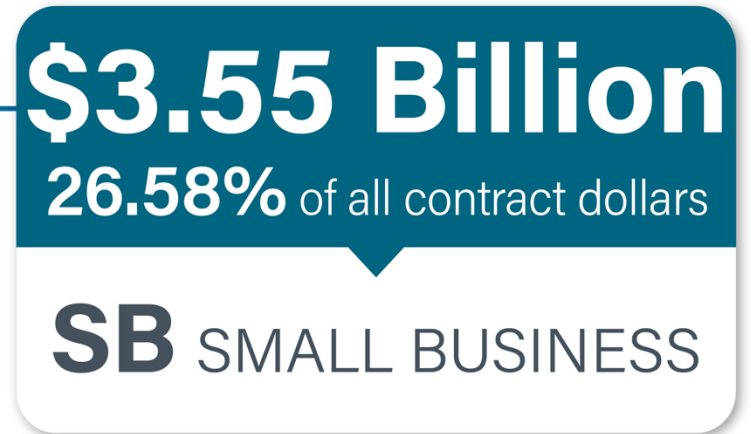
STATEWIDE PARTICIPATION GOAL

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% bid incentive for DVBEs
- ◆ Exclusive contract opportunities
- ◆ 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



Cal
eProcure
caleprocure.ca.gov



Cal eProcure

- ◆ Register your business
- ◆ Apply for certification
- ◆ Find contract opportunities
- ◆ And more
- ◆ 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](#)

Business Information

- ◆ Legal Business Name
- ◆ Tax Identification Number (TIN)
- ◆ Contact Information
- ◆ Website
- ◆ Voluntary Supplier Diversity Information
- ◆ Products & Services
- ◆ Turn on notifications!



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[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](#)

SB/DVBE Certification

California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs

Get Certified

[How to certify your business on Cal eProcure](#) (video instructions)

Before you begin...

- 1 Read the eligibility requirements for the [Small Business](#) and [DVBE](#) certifications
- 2 Be prepared to add [Keywords](#) and [UNSPSCs](#) in the application
- 3 Be prepared to upload the following documents (other documents may be required based on your business structure):
 - Complete Federal Tax returns (last 3 years or the number of years the firm has been in business, if less than three) for applicant firm and affiliate(s) which includes all pages, forms, schedules and statements.
 - IRS verification of your business's TIN (tax identification number)
 - Quarterly Contribution Return & Report of Wages – Continuation (Form DE 9C) for business and affiliates for the four most recently completed quarters, if the firm has employees
 - Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (DVBE only)
 - For a full list of required documents:
 - o [Small Business Document Requirements](#)
 - o [DVBE Document Requirements](#)

[GET CERTIFIED \(APPLY OR REAPPLY\)](#)

Benefits of Certification

- Inclusion in the state's goal to spend 25 percent of all contract dollars with Small Businesses and 3 percent with DVBEs

Business Information

- ◆ Start Date
- ◆ Ownership Information
- ◆ Employee Count
- ◆ Structure
- ◆ Tax Returns
- ◆ Products & Services





Products and Services

- ◆ Keywords
- ◆ UNSPSC Codes

Keywords

- ◆ Individual words, not sentences
- ◆ Singular *and* plural
- ◆ Common words *and* technical jargon
- ◆ Broad words *and* specific words
- ◆ Use synonyms (garbage, trash, waste, etc.)



A person's hand is visible on the left side of the image, typing on a laptop keyboard. The laptop screen displays a web application with a table of data, likely UNSPSC codes, and a small chart at the bottom right. The background is a blurred warehouse or office setting. A thick green curved line separates the image from the text on the right.

UNSPSC Codes

- ❖ Eight-digit number and a written description
- ❖ Identifies a good or service *not* an industry
- ❖ Choose from a list of codes
- ❖ Search for codes when registering and applying
- ❖ Select all applicable codes



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

Find Contract Opportunities

- ◆ California State Contracts Register (CSCR)



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Your home for California's State Procurement and Certification Programs

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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

water

Event ID

Department

Event Status

Posted ▾

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



Contract Readiness

- ◆▶ Eligibility Requirements
- ◆▶ Contract Performance
- ◆▶ Financial Capacity
- ◆▶ Licenses & Insurance

Common Mistakes

- ❖ Forgetting to sign all documents.
 - ❖ Forgetting to return all requested documentation/forms.
 - ❖ Not responding by the deadline.
 - ❖ Incorrect calculations, tax rate, etc. on documents.
 - ❖ Leaving out required permits, licenses, and bonding.
 - ❖ Substituting items without the consent of the issuing department.
 - ❖ Not following all directions on the solicitation.
 - ❖ Not filling out recycled content form.
- 



Tips for Success

- Ask questions
- Read the solicitation
- Follow bid instructions

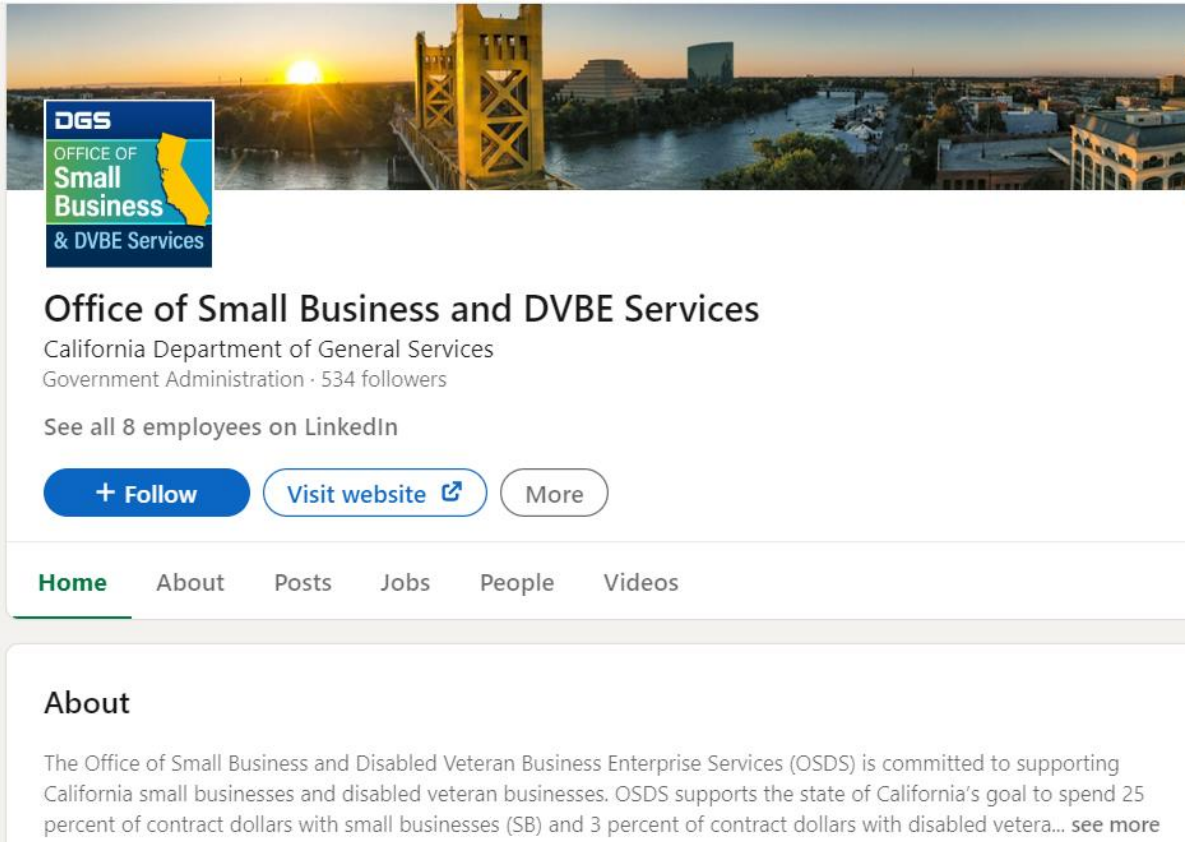
Next Steps

- Go to caleprocure.ca.gov
- Register your business
- Apply for Certification
- Find contract opportunities



Stay Updated on LinkedIn

Follow us at linkedin.com/company/dgs-osds



The image shows a LinkedIn profile card for the "Office of Small Business and DVBE Services". The header features a banner image of a bridge over a river at sunset, with the DGS logo and "OFFICE OF Small Business & DVBE Services" on the left. Below the banner, the company name "Office of Small Business and DVBE Services" is displayed, followed by "California Department of General Services" and "Government Administration · 534 followers". A link to "See all 8 employees on LinkedIn" is present. Three buttons are shown: "+ Follow", "Visit website" (with an external link icon), and "More". A navigation bar includes "Home", "About", "Posts", "Jobs", "People", and "Videos". The "About" section is expanded, showing a paragraph about the office's commitment to supporting small businesses and disabled veteran businesses, with a "see more" link at the end.

DGS
OFFICE OF
Small Business
& DVBE Services

Office of Small Business and DVBE Services
California Department of General Services
Government Administration · 534 followers

See all 8 employees on LinkedIn

+ Follow Visit website More

Home About Posts Jobs People Videos

About

The Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is committed to supporting California small businesses and disabled veteran businesses. OSDS supports the state of California's goal to spend 25 percent of contract dollars with small businesses (SB) and 3 percent of contract dollars with disabled vetera... [see more](#)

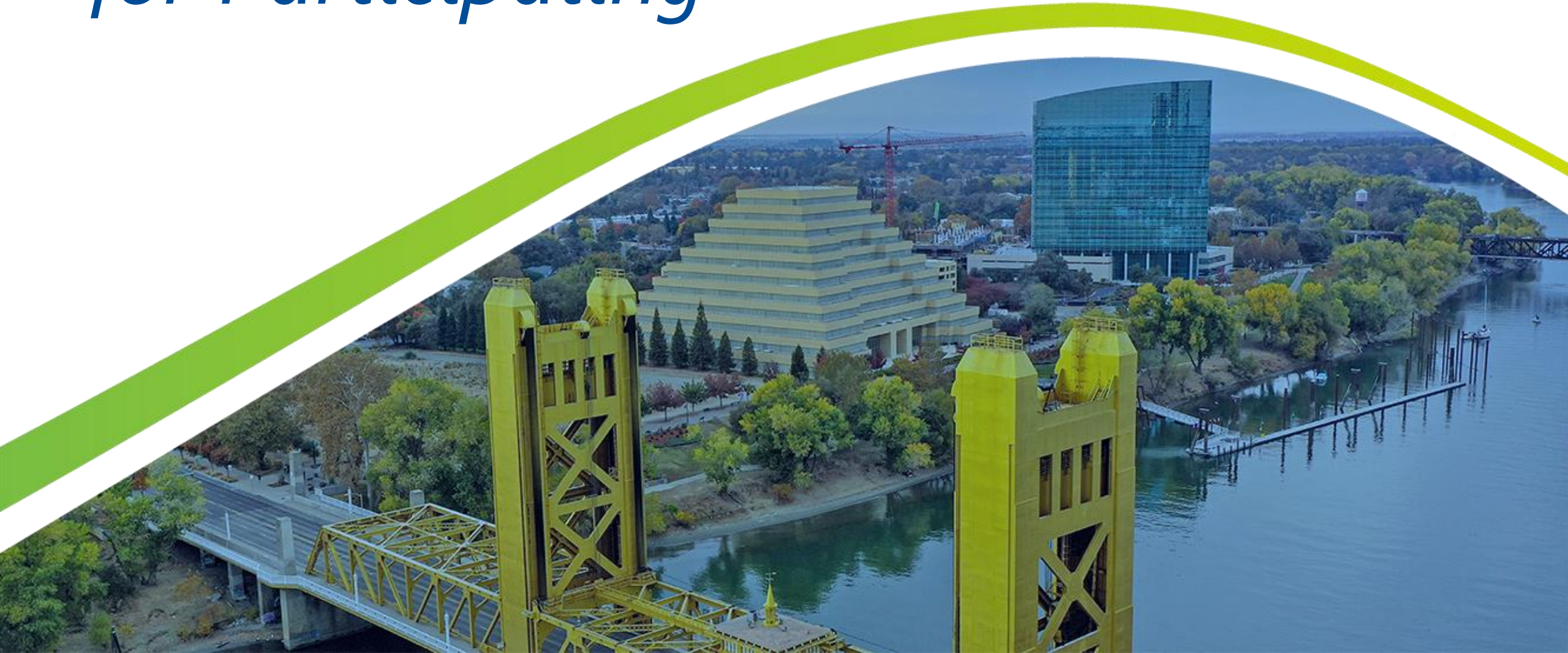


Schedule a Consultation

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



*Thank You
for Participating*





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