

Department of General Services

Procurement Division



CALIFORNIA DEPARTMENT OF GENERAL SERVICES • PROCUREMENT DIVISION

How to do Business with the State of California

- **A FOUR-STEP PROCESS**

STEP 1

- **Become a California certified Small Business or Disabled Veteran Business Enterprise**

Apply Online

- Available 24/7 at <http://www.getcertified.dgs.ca.gov>
- Increases opportunities for the SB & DVBE community and stimulates the economy
- Levels the playing field when competing for state contracts & purchases

Executive Order S-02-06

- Requires state agencies to award at least **25%** of their annual contracting dollars to certified Small Business
- Requires agencies to award at least **3%** to certified Disabled Veteran Business

Application & Requirements

- Apply **online** today
- It takes only minutes if you have the required financial information handy
- Call (916) 375-4940, M-F, 8:00 – 5:00
- No cost

Benefits of Certification

- The State of California requires state agencies to award at least **25%** of their annual contracting dollars to certified SBs and **3%** to certified DVBEs

Benefits of Certification (Continued)

- 5% Bid Preference for Small Business
- The State may offer up to a 5% incentive to DVBEs in the formal bid process

Benefits of Certification (Continued)

- As a California certified SB/DVBE, your firm is added to the Department of General Services' certified firm database which state agencies use to find suppliers.

Benefits of Certification (Continued)

- Automatic enrollment in the **Subscription Outreach Service (SOS)**
- E-mail or fax notices of solicitations sent daily

Benefits of Certification (Continued)

- **Prompt Payment Act** allows for higher interest penalties for late payments
- Undisputed invoices
- State has 45 days to pay

Benefits of Certification (Continued)

- SB/DVBE Option
- Certified SB or DVBE
- Goods, Services, and IT goods and services
- \$5,000.01 to \$99,999.99
(or up to \$147K for public works)
- At least two price quotes

Small Business Eligibility Requirements

- To be eligible for SB certification, the business must meet the following criteria:
 - Must be independently owned and operated;
 - Cannot be dominant in the field of operation;
 - Must have its principal office located in California;

Small Business Eligibility Requirements

- The business must also:
 - Have its owners (or officers in the case of a corporation) domiciled in California;
 - And, together with the affiliates, be either:
 - a business with 100 or fewer employees, and have an average annual gross receipts of \$12 million or less over the previous 3 tax years, *or*
 - a manufacturer with 100 or fewer employees

DVBE Eligibility Requirements

- Most DVBEs can also be certified SBs
- To be eligible for DVBE certification, the business must meet the following criteria:
 - Be at least 51% owned by one or more disabled veterans (defined on next slide)
 - Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans

DVBE Definition

- For DVBE certification purposes, a “disabled veteran” is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as certified by the United States Department of Veteran Affairs and must be domiciled in the State of California.

DVBE Eligibility Requirements

- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- The home office must be located in the United States. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business.

DVBE Eligibility Requirements

- More information can be found at:
 - <http://www.getcertified.dgs.ca.gov>
 - or by calling **(916) 375-4940**

STEP 2

- **Use the California State Contracts Register (CSCR)**

What is the CSCR?

- A one-stop source for contracting opportunities
- Connected to government bids, listing:
 - Services and construction contracts over \$5,000
 - Commodity contracts over \$50,000
 - IT goods and services contracts over \$100,000

How the CSCR Works

- State agencies post their solicitations when they go out to bid
- Sub-contractors can find contracting opportunities
- Subs can place ads seeking work with potential primes
- Ads costs \$25 for SBs and is free for DVBEs.

Subscription Outreach Service (SOS)

- This free service notifies subscribers of advertised opportunities in the CSCR
- Create a custom profile and the SOS will let you know when matching opportunities appear in the CSCR
- Sign up online with the SOS at:

www.cscr.dgs.ca.gov

STEP 3

- Look into becoming a California Multiple Award Schedules (CMAS) Contractor



CMAS



- DGS Procurement Division establishes agreements with suppliers who offer products and/or services that are currently available through existing multiple award schedules with the Federal General Services Administration (GSA) or other approved multiple award contracts

CMAS



- State and local governmental agencies shop and compare CMAS suppliers for the best value, e.g., best price, product, service, etc., and place orders directly with suppliers.

CMAS



- For more information about CMAS:
- Visit the website: www.dgs.ca.gov/pd
(click on **CMAS**)
- E-mail cmas@dgs.ca.gov
- Phone **(916) 375-4363**

STEP 4

- **Market Your Business to State Agencies**

Market Your Business

- Check the DGS/PD website at www.pd.dgs.ca.gov/sell2state to determine if the State purchases the products or services you provide
- Find a list of State agencies with purchasing authorization on our website at www.pd.dgs.ca.gov/deleg

Market Your Business

- Certified firms and CMAS contractors are included in databases accessible to State purchasing officials
- You must still market your products and services to State agencies

Market Your Business

- Use the SB/DVBE Advocates Directory at:
www.pd.dgs.ca.gov/smbus/advocate
- Advocates can assist you with information regarding contracts with their agency

Market Your Business

- Use the California Online Directory (State Phone Book) at www.cold.ca.gov
- Maximize your State certification by contacting our local government and industry partners that honor the State's certification at

www.pd.dgs.ca.gov/recipro

CAL-Card VISA

- Accept the State's CAL-Card VISA and you can receive payment in two to three days
- If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA
- If not, contact your bank to determine how you can do this

News and Events

- Keep up-to-date on news and events relevant to the SB/DVBE community
- Visit our website at:

www.pd.dgs.ca.gov/newsevents

Questions?

- Thanks for participating in our presentation
- We wish you the best of luck in contracting with the State