

## STEP 4. LOOK INTO BECOMING A CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) CONTRACTOR

The Department of General Services (DGS), Procurement Division (PD) establishes agreements with businesses who offer products and/or services that are currently available through existing multiple award schedules with the Federal General Services Administration (GSA). California Multiple Awards Schedules (CMAS) competitively assesses contracts for products and services and lets state and local governmental agencies streamline their purchasing.

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

Find out more about CMAS at [www.dgs.ca.gov/pd/programs/leveraged/CMAS.aspx](http://www.dgs.ca.gov/pd/programs/leveraged/CMAS.aspx) or phone (916) 375-4363



## STEP 5. MARKET YOUR BUSINESS TO STATE AGENCIES

Once you become a certified firm or a CMAS contractor your business information is included in databases accessible to State purchasing officials. You must still market your products and services to state agencies.

Contact state agencies' SB/DVBE Advocates for marketing information at [www.dgs.ca.gov/pd/programs/OSDS/advocate.aspx](http://www.dgs.ca.gov/pd/programs/OSDS/advocate.aspx)

Find a list of state agencies with delegated purchasing authority on our web site at [www.dgs.ca.gov/pd/programs/delegated.aspx](http://www.dgs.ca.gov/pd/programs/delegated.aspx)

Find out which state agencies purchase goods or services and the amount of the contracts. Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov), click on *State Contracting & Procurement Registration System (SCPRS)* and then *Public Access Data*

Maximize your State certification by contacting our local government and industry partners that honor the State's certification. Visit [www.dgs.ca.gov/pd/programs/OSDS/reciprocity.aspx](http://www.dgs.ca.gov/pd/programs/OSDS/reciprocity.aspx)

Use the State Phone Book (California Online Directory) at [www.cold.ca.gov](http://www.cold.ca.gov)

Keep up-to-date on news and events relevant to the SB/DVBE community. Access [www.dgs.ca.gov/pd/programs/OSDS/communicationsoutreach.aspx](http://www.dgs.ca.gov/pd/programs/OSDS/communicationsoutreach.aspx)

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

[www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

**DGS**

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**DGS**

California Department of General Services  
Procurement Division • [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

The State government spends billions of dollars each year on contracts with California businesses. Be a part of this marketplace by learning...

## How to do Business with California State Government

### A FIVE-STEP PROCESS

California's economic prosperity is tied directly to the success of our State's small business.

## STEP 1 REGISTER YOUR BUSINESS

Register your business with eProcurement. Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov) and open *Access eProcurement (eP)*. Click on *Registration Instructions* and follow them completely to ensure a free subscription.

If you have any questions about eProcurement, contact the eProcurement Help Desk at [eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov). For technical supplier registration assistance, contact BidSync at (800) 990-9339.

Once you have registered your California profile, you can apply for Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) certification by completing Step 14 of the *Registration Instructions*. See STEP 2 of this brochure for eligibility requirements.

### eProcurement

The California Department of General Services (DGS), Procurement Division (PD) partners with BidSync to host California's online procurement service (eProcurement). This comprehensive system helps State agencies organize, automate and better manage purchasing processes on the web. eProcurement houses the California State Contracts Register (CSCR), SB/DVBE query, SB/DVBE on-line application and the State's Leveraged Procurement Agreements (LPAs). All State and local government agencies can view the State contracts via eProcurement.

### What does this mean for you?

eProcurement allows suppliers to upload bids/proposals in response to applicable online solicitations. You may also track acquisition progress, participate in pre-bid events and access contract award and other acquisition-related information through one web portal at any time.

There is NO FEE for you to register, receive email or Fax notifications, download or respond to the State of California's bid solicitations on eProcurement.

[www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)

## STEP 2 BECOME A CALIFORNIA CERTIFIED SMALL BUSINESS OR DISABLED VETERAN BUSINESS ENTERPRISE

Learn about the program at: [www.dgs.ca.gov/pd/programs/OSDS.aspx](http://www.dgs.ca.gov/pd/programs/OSDS.aspx)

The State of California established the SB and DVBE Certification Programs to increase business opportunities for the SB and DVBE community thereby stimulating the State's overall economy. These programs help SBs and DVBEs participate on a more level playing field when competing for state contracts.

### Small Business Eligibility Requirements

To be eligible for SB certification, your business must meet the following criteria:

- Independently owned and operated;
- Cannot be dominant in the field of operation;
- Principal office located in California;
- Owners (or officers in the case of a corporation) domiciled in California; and together with your affiliates, be either:
  - a business with 100 or fewer employees, and have average annual gross receipts of \$14 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, your business must meet the following criteria:

- Be at least 51% owned by one or more disabled veterans\*
- Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans
- 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)
- Home office must be located in the United States and cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business

*\*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 declared by the United States Department of Veteran Affairs or the United States Department of Defense and must be domiciled in California.*

Submit your Application at: [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)

If you meet the SB or DVBE Eligibility Requirements...

- Find more information on eligibility and benefits at [www.dgs.ca.gov/pd/programs/OSDS.aspx](http://www.dgs.ca.gov/pd/programs/OSDS.aspx) under the *SB/DVBE Certification Program*.
- Gather all of your required business information. Go to [www.dgs.ca.gov/pd/programs/OSDS/getcertified.aspx](http://www.dgs.ca.gov/pd/programs/OSDS/getcertified.aspx) to view the *Certification Requirements*.
- Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov), then *Access eProcurement (eP)*; under *Registration Instructions* see Step 14 to submit your application—available 24 hours a day.

Get started NOW! There is no cost.

### Benefits to being a California Certified SB or DVBE

The Governor's Executive Order S-02-06 requires state agencies to award at least 25% of their annual contracting dollars to certified SBs. The State also requires at least 3% to be awarded to certified DVBEs.

The State may give a 5% bid preference to certified SBs and may offer up to a 5% incentive to DVBEs in the formal bid process.

As a California certified SB and/or DVBE, your business is added to the Department of General Services' data-base which state agencies use to find SBs and DVBEs.

As a California certified SB, you are eligible, under the **Prompt Payment Act**, for higher interest penalties for late, undisputed invoice payments.

All California state agencies and departments may use a streamlined procurement process known as the **SB/DVBE Option** by contracting directly with a California-certified SB or DVBE for goods, services, and information technology goods and services valued from \$5,000.01 to \$249,999.99 (or valued up to \$250,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

For more SB/DVBE information, go to: [www.dgs.ca.gov/pd/programs/OSDS/getcertified.aspx](http://www.dgs.ca.gov/pd/programs/OSDS/getcertified.aspx) or for SB/DVBE certification assistance, call us during regular State business hours at (916) 375-4940.

## STEP 3 USE THE CALIFORNIA STATE CONTRACTS REGISTER (CSCR)

### What is the CSCR?

The CSCR is your one-stop, central information source for state contracting opportunities. It connects you to government solicitations, providing an easy-to-use, on-line publication which lists services and construction contracts over \$5,000, commodity contracts over \$50,000, and IT goods and services contracts over \$100,000.

State agencies post their solicitations, Request for Proposals (RFPs), etc., on this web site when they go out to bid.

Sub-contractors can find contracting opportunities and place ads seeking work with potential prime contractors at no cost. Access the CSCR at [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov) and click on *Bidding Opportunities*

### Ad Notification

The free CSCR Ad Notification Service notifies subscribers automatically by email or fax of CSCR advertised opportunities.

