Doing Business with the State

- 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

- It takes only minutes if you have the required financial information handy
Benefits of Certification

- The State of California requires state agencies to award at least 25% of their annual contracting dollars to certified SB’s and 3% to certified DVBE’s.
Benefits of Certification Continued

- 5% Bid Preference for Small Business
- The State may offer up to a 5% incentive to DVBE’s in the formal bid process
- Eligible for the SB/DVBE Contracting “Option”
  - For contracts between $5,000 and up to $100,000. (Public Works up to $147,000)
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.

- Automatic enrollment in the Subscription Outreach Service (SOS)

- Email or fax notices of solicitations sent daily
Small Business Eligibility Requirements

- Must be independently owned and operated;
- Cannot be dominant in the field of operation;
- Must have its principal office located in California;
- 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 Certification Eligibility

- At least 51% owned by one or more disabled veterans
- Daily business operations must be managed and controlled by one or more disabled veteran(s)
- Home office must be located in the U.S.
DVBE Certification Eligibility continued

- **Disabled Veteran** means
  - A veteran of the U.S. military, naval or air service; **and**
  - Has a service-connected disability of at least 10% or more, **and**
  - Must be domiciled in California
STEP 2

- Learn How the State Buys
Formal Bids

- Advertised in the California State Contract Register (CSCR)
- Written Solicitations and Responses
- Sealed Bids
  - Invitation for Bid (IFB)
  - Request for Proposal (RFP)
  - Request for Qualifications or Quotes (RFQ)
Informal Bids

- For commodities up to $50,000
- For services and construction up to $5,000
  - Oral solicitations and responses
- SB/DVBE “Option”
  - For contracts between $5,000 and up to $100,000. (Public Works up to $147,000)
    - Agencies obtain quotes from two certified small businesses or two certified DVBEs, and award to a certified small business or a certified DVBE.
Statewide Contracts

- Are competitively bid when a solicitation is issued, usually advertised in the California State Contracts Register (CSCR)

- DGS conducts Partnering Workshops for Small Business and DVBE’s to increase participation in these contracts

http://www.pd.dgs.ca.gov/contracts
CMAS

- An agreement with the State to provide similar or same products/services at the same or similar price
  - For all non-IT commodities up to $100,000
  - For all types of non IT-services up to $250,000
  - For IT goods and services up to $500,000

http://www.pd.dgs.ca.gov/cmas
Master Agreements

- Are competitively bid when a solicitation is issued, usually advertised in the California State Contracts Register (CSCR)
- You agree to sell products or services at a set price but can vary depending on the agreement
- The agreement is usually for a term of two to three years
STEP 3

- 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
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](http://www.cscr.dgs.ca.gov)
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 web site at www.pd.dgs.ca.gov/deleg.
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](http://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](http://www.pd.dgs.ca.gov/recipro)
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