

State of California Department of General Services

Procurement Division



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

Small Business Eligibility Requirements

- 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

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
- 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

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