

How to Introduce Yourself to State SB/DVBE Advocates

www.dgs.ca.gov/PD-Advocates



Determine which agency meets your needs: State Contracting & Procurement Registration System (SCPRS) and California State Contracts Register (CSCR) on www.caleprocure.ca.gov, and individual agency website.



Prepare 30 second “elevator” speech to include: Full name, business name, what you sell, and certification ID.



When possible send email to set up an appointment to avoid playing phone tag.



Include certification ID number on business cards, websites, and emails.



Limit email attachments. Include capability statement/brochure. (If including codes, use UNSPSC for state and NAICS for federal.)



Provide technical data to support claims, if needed.



Send capability statement/brochure updates every 3 to 4 months via email.



Ensure all communication materials are clear, concise, and spell-checked.



To get the contract, make the contact!

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

Office of Small Business
and Disabled Veteran
Business Enterprise Services