Question # 1

“Is my [insert specific situation] CUF compliant?”

“We are not authorized to answers specific CUF-related questions as the contract administrator is adjacent to the specific contract you are referring to and OSDS Compliance is not; please contact your contract administrator, or in lieu of knowing who your contract administrator is, the SB/DVBE Advocate for the awarding department”

Additional Resource: Find-a-SB_DVBE-Advocate

Question # 2

“If I complain about my competitor, is there any anonymity to protect me?”

“No, as a public agency we are subject to Public Records Requests and if you complain the name of your firm and our communications will also be subject to those. Further, if your firm is certified, we will also investigate your certification for compliance.”

Additional Resource: Request Public Records at DGS
File Complaint Regarding State Small Business, DVBE Program

Question # 3

“Help! I’ve been illegally substituted; I’ve been illegally substituted and/or I haven’t been used as a subcontractor (or haven’t been used in the ways I think I should have been used) and they won the contract with my preference/incentive!”

“Are you still in the middle of the contract term? Contact your Contract Administrator or the SB/DVBE Advocate.”
“Is the contract completed? File a complaint. Be aware however that in filing a complaint, the certification for your firm will also be investigated.”

Additional Resource: Find-a-SB_DVBE-Advocate
File Complaint Regarding State Small Business, DVBE Program

Question # 4

“Help, I need to substitute a firm, what do I do?”

We will happily guide you every step of the way. Here is a checklist and instructional guide on how to provide us with the information we need to process substitutions quickly.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-DVBE-Substitution-Report?search=Substitution

Question # 5

"How do you hold a substitution hearing?"

We do not provide awarding departments with instructions on how to complete a DVBE Substitution hearing.

Additional Resource: Awarding Departments must draw form their own policies and procedures, or that of another Awarding Department.

Question # 6

"Help, a DVBE wasn't used on a contract with optional work and now they're complaining."

OSDS Compliance cannot enforce underutilization on "at will" contracts at this time.

Question # 7

"Your departments all enforce program laws differently in ways that inconvenience me, doesn't that go against this positive goal that I invented and that I also think you should adopt because it would advantage me?"

We suggest talking to your legislator as we don't make the laws.

Additional Resource: https://findyourrep.legislature.ca.gov/

Question # 8

"I would like to make suggestions on how I would run and structure this program; how can I share my opinions with the OSDS?"

The best method of proposing changes is to write everything out and submit it all to certification@dgs.ca.gov.

Additional Resource: certification@dgs.ca.gov

Question # 9

“I had a compliance issue before you once, could you please rush our recertification because we have an RFP.”

That is OSDS Certification.

Additional Resource: certification@dgs.ca.gov

Question # 10

“Any complaint wherein Compliance is cc'd, but there is no violation and we are not directly addressed.”

Contact the Advocate, advise them on what would constitute a program violation, and ask them to investigate.

Question # 1

What is the GARS cap for SB and SBPW?

For Small Businesses, Average annual gross receipts of forty-three million dollars ($18,000,000) or less over the previous three (3) tax years.
For Small Businesses for The Purpose of Public Works, Average annual gross receipts of forty-three million dollars ($43,000,000) or less over the previous three (3) tax years

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise
**Click on Small Business or Small Business for The Purpose of Public Works + symbol*

Question # 2

What is the status update on my application?

The certification help desk can help with a status update.

Additional Resource: Certification@dgs.ca.gov

Question # 3

Who can I ask help with uploading documents?

The certification help desk can help with uploading documents

Additional Resource: Certification@dgs.ca.gov

Question # 4

Now that I am certified, what are my next steps?

Schedule a consultation meeting with our Outreach division

Additional Resource: Office of Small Business and DVBE Services

Question # 5

I am having login issues, who can help?

Calling the Fi$cal number will help grant access to your account

Additional Resource: (855) 421-6355

Question # 6

Can I be a profit and non-profit?

Non-profit organization are not eligible for small business certification because the applicant business must be a for-profit business and owned by one or more individuals and/or businesses.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Renew-Recognition-as-Nonprofit-Organization?search=non%20profit

Question # 7

Is there a GARS or employee cap for DVBE's?

No, there are no GARS or employee Cap for DVBE's

Additional Resource: Unable to locate resource

Question # 8

Do all officers have to be domiciled in California for a Corporation or LLC?

Yes, all officers must be domiciled in California.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 9

Does it cost anything to get certified?

No, this is a free program.

Additional Resource: https://statics.teams.cdn.office.net/evergreen-assets/safelinks/2/atp-safelinks.html

Question # 10

Where can I obtain a certificate showing that I am certified?

You can obtain your certificate through our caleprocure website.

Additional Resource: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

Question # 11

What is the Status of my Application or Certification (cert processing times, etc)

The application and certification status may be provided through Cal eProcure (firm's workcenter profile), calling Certification phone line, or through the Certification inbox.

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx (login to workcenter)

Question # 12

How to become certified/recertified?

Visiting the Dept of General Services OSDS website

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 13

I can't complete my application or upload documents

Calling the Certification phone line, or emailing the Certification inbox

Additional Resource: Certification@dgs.ca.gov

Question # 14

Can I use a this document to meet a contract/bid document requirement?

Reaching out to the Contracting Official for contract specific information. Unable to provide link for this question.

Question # 15

Can I renew my DMV documents?

Recommend reaching out to the particular Dept/Agency for more information

Additional Resource: https://www.dmv.ca.gov/portal/dmv-online/

Question # 16

My firm has an out of state owner that owns a minority share of our company can we become certified?

Unfortunately, we are unable provide advice regarding specific applicant scenarios. OSDS recommends firms to apply for certification so their application and supporting documentation can be reviewed throughly. Provide link to CCR's.

Additional Resource: https://govt.westlaw.com/calregs/Search/Results?transitionType=Default&contextData=%28sc.Default%29&t_T2=1896.12&t_S1=CA%20ADC%20s&Page=1&SearchId=i0a89cb9a0000019bc3462a11f703df36&query=advanced%3A%20CI%28%22%20CA%20ADC%20s%201896.12%22%29&Template=Find

Question # 17

I am having issues completing the application? I need assistance.

Recommend Outreach for a Virtual Consultation, provide link to Virtual Consultation page on the DGS OSDS website

Additional Resource: https://outlook.office365.com/book/CaliforniaDepartmentofGeneralServices@dgs.ca.gov/?ismsaljsauthenabled=true

Question # 18

I can't find any UNSPSC Codes that fit my business?

Recommend the UNSPSC Search Dashboard

Additional Resource: https://app.powerbigov.us/view?r=eyJrIjoiN2ZlMDkxNmYtMGFhZi00YTg2LTg3MWYtODBhZTA4NGQzYWE3IiwidCI6ImVhNDVmN2IxLTA3ZDctNDlhOC1iOGY1LTM3MTM2ZWM5MzgyZCJ9

Question # 19

I was just approved for Certification but I'm not sure where to go from here to get a contract?

Recommend Outreach for a Virtual Consultation, provide link to Virtual Consultation page on the DGS OSDS website

Additional Resource: https://app.powerbigov.us/view?r=eyJrIjoiN2ZlMDkxNmYtMGFhZi00YTg2LTg3MWYtODBhZTA4NGQzYWE3IiwidCI6ImVhNDVmN2IxLTA3ZDctNDlhOC1iOGY1LTM3MTM2ZWM5MzgyZCJ9

Question # 20

I'm a Non Profit and I'd like to apply for SB/DV Certification.

Explain that NP firms are ineligible for SB Certification as certification is for the for-profit firm, send link to the NP page of the DGS OSDS website

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Renew-Recognition-as-Nonprofit-Organization

Question # 21

What is the status of my SB, DVBE, NP, NVSA application?

Status can be obtained by calling OSDS at 916-375-4940 or emailing the Certification office.

Additional Resource: Certification@dgs.ca.gov

Question # 22

How do I renew my SB, DVBE, NP, NVSA certification?

To renew your application, you must login to Cal eProcure. Once you are logged in, scroll down to select the box that says “Manage Certification”. Select “Re-apply with Current Information”

Additional Resource: California State Government Marketplace

Question # 23

How long is my SB, DVBE, NP, NVSA certification good for?

Certifications are good for up to 2 years.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/Certification-Forms/CertificationFAQs.pdf

Question # 24

Why is Cale procure asking for my Tax returns when I just started my business this year?

Confirm that the Business Start Date is correct on your application. The portal will ask for the Federal Tax Returns based on when your business started.

Additional Resource: California State Government Marketplace

Question # 25

Where can I get information regarding federal SB certifications?

SAM (System for Award Management) is the federal portal equivalent to CaleProcure, and vendors must be registered in SAM to do business with the federal government.

Additional Resource: https://www.sam.gov/

Question # 26

Is my Federal SB certification good for the state SB certification?

No. You would need a California Small Business Certification. Register as a bidder with Cal eProcure and apply for certification.

Additional Resource: California State Government Marketplace

Question # 27

What does OSDS consider "affiliated"? My firms have nothing to do with each other.

Affiliation refers to a relationship of direct or indirect control or shared interests between the applicant firm, its owners/officers/members/managers/partners and another business regardless of the industry type of the applicant firm. Refer to FAQs on the Affiliate Information Form.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/URLs/DGSOSDS--Affiliate-Information-Sheet-v4-Rev-524-Final.pdf

Question # 28

I am the qualifying DV. I am not required to file FTRs per the IRS. Why are you asking for them?

To be eligible for DVBE certification, you must have filed Federal Tax Returns. Refer to California Code of Regulations

Additional Resource: Cal. Code Regs. Tit. 2, § 1896.81 - Eligibility for DVBE Certification | State Regulations | US Law | LII / Legal Information Institute

Question # 29

Why do I want a SB/DVBE certification? What are the benefits?

As a certified SB and DVBE, you are eligible for the State's SB and DVBE Participation Programs. This program sets a goal for the use of SBs in at least 25 percent and DVBEs in at least 3 percent of the State's overall annual contract dollars. For more information about certification benefits visit Dept of General Services OSDS website

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 30

Do you have any training that will help me understand how to apply for certification?

For more information about how to apply for certification visit Dept of General Services OSDS website and look under the Resources section.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 31

What's my certification application status?

The certification help desk can help with a status update. You may also visit our OSDS website (at https://www.dgs.ca.gov/PD-OSDS)

and our Applying/Reapplying for Certification/Resources/Cert Status Definitions PDF. (https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise for more information)

Additional Resource: Certification@dgs.ca.gov

https://www.dgs.ca.gov/PD-OSDS

https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise for more information

https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 32

How long will it take for my certification application to be reviewed, and determination made?

Once your application is assigned to a Certificatoin Officer, the initial review can take up to 48 hours. Depending on the appilcant firm's cooperation and attention to responses, the review can take up to 30 days to make a determination. You may contact our office at certification@dgs.ca.gov for updates.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Certification@dgs.ca.gov

Question # 33

How can I find out about contracting opportunities?

Using the Cal eProcure website (www.caleprocure.ca.gov), click on Sell to the State and/or Find Public Procurement Information for bidding and contract opportunites.

Additional Resource: www.caleprocure.ca.gov

Question # 34

What Keywords should I add to my profile?

Use simple one word Keywords to help procurement buyers and Prime vendors find your business. These keywords should best describe the services and/or products the applicant firm provides. Visit our Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise website and watch the youtube tutorial under Resources

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

https://youtu.be/xMAcwe4B9P8

Question # 35

What UNSPSC classifications should I add to my profile?

United Nations Standard Products and Services Code (UNSPSC) classifications are used on each contract put out by a procurement buyer to describe the products, services, goods needed for that contract. UNSPSC classifications should support the applicant firm's products and services they can offer in contract. UNSPSC classifications also help Primes/Buyers locate certified firms for bidding opportunities. Visit our United Nations Standard Products and Services Code (UNSPSC) website for further information. We also have a Power BI spreadsheet to help with finding UNSPSC classifications that best fit your business.

Additional Resource: https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/United-Nations-Standard-Products-and-Services-Code-UNSPSC

https://app.powerbigov.us/view?r=eyJrIjoiN2ZlMDkxNmYtMGFhZi00YTg2LTg3MWYtODBhZTA4NGQzYWE3IiwidCI6ImVhNDVmN2IxLTA3ZDctNDlhOC1iOGY1LTM3MTM2ZWM5MzgyZCJ9

Question # 36

What contracts are available to me?

Using the Cal eProcure website (www.caleprocure.ca.gov), click on Sell to the State and/or Find Public Procurement Information for bidding and contract opportunites.

Additional Resource: www.caleprocure.ca.gov

Question # 37

What benefits does the SB/DVBE certification offer me?

Visit our OSDS and the Apply for or Re-apply for Certification websites to learn about the benefits of being certified.

Additional Resource: https://www.dgs.ca.gov/PD-OSDS

https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 38

Does this certification work on federal contracts?

There is no reciprocity between the State and any Federal contracts. Contact an Outreach Liason or SB/DVBE Advocate for further information.

Additional Resource: Business Outreach: BusinessOutreach@dgs.ca.gov
Strategic Partnerships: StrategicPartner@dgs.ca.gov
Small Business Advisory Council: DGSSBCouncil@dgs.ca.gov

SB/DVBE Training Unit
SBDVBETraining@dgs.ca.gov

State Advocacy Support
Advocates: Advocate@dgs.ca.gov

Question # 39

I can't access my bidder account, can you help?

Have you tried the "I forgot my password" link yet?

If so, and have not been able to gain access, please contact the Cal eProcure Portal Support for assistance. Have your business name, Tax ID, supplier/Bidder ID and user ID, and Certification # if known.

Additional Resource: https://caleprocure.ca.gov/pages/BS3/RetrievePassword.aspx

Email: vendors@fiscal.ca.gov

Phone (Toll Free): 1-855-421-6355
Hours: 8am - 5pm Pacific Time

Question # 40

I am trying to get through the application, and I am stuck on (select your tab, have had questions/issues on all tabs of app and bidder registration).

Please contact Certification Program/OSDS for assitance.

Additional Resource: Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS)
Email: Certification@dgs.ca.gov
Phone: 916-375-4940
Hours: 8am - 5pm Pacific Time

Question # 41

Bonus question: I am trying to access my supplier account, but unable to. Can you help?

You must contact Vendor Services for assitance.

Additional Resource: Email: vendors@fiscal.ca.gov (best option)
Phone (Toll Free): 1-855-421-6355
Hours: 8am - 5pm Pacific Time

Question # 42

How can I get help with my Cal eProcure username and password?

Select Login/Register. Select I forgot my password.If resetting the password doesn't work, contact Cal eProcure System Support: Phone (Toll Free): 1-855-421-6355 or vendors@fiscal.ca.gov

Additional Resource: https://caleprocure.ca.gov/pages/BS3/login.aspx

https://caleprocure.ca.gov/pages/BS3/RetrievePassword.aspx

https://caleprocure.ca.gov/pages/contact.aspx

Question # 43

How long does it take to get certified?

In some cases, the application may be approved online automatically once submitted. If the application goes into "Waiting for Review" status, it generally takes up to 30 days for an application to be reviewed by a Certification Officer.

Additional Resource: Link to doc is on this page: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Document: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/Certification-Forms/CertificationFAQs.pdf

Question # 44

How do I withdraw my certification?

To withdraw or terminate a certification, complete the Certification Information Change form. Complete the applicable sections, including Section 7.

Additional Resource: Change form not on website. Sharepoint version may not be the most current: https://cadgs.sharepoint.com/:w:/r/sites/TM-OSDS-Certification/Shared%20Documents/Certification/Forms%20%26%20Templates/Forms/Certification%20Information%20Change%20Form.doc?d=w527a3d8e73df46fabd95011239410530&csf=1&web=1&e=TqAQqN

Question # 45

What do I do if my business structure changed?

Contact: Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) at Certification@dgs.ca.gov or 916-375-4940

Additional Resource: https://caleprocure.ca.gov/pages/contact.aspx

Question # 46

What is the status of my certification application?

While logged in at https://caleprocure.ca.gov/ the status appears in your work center under Active Certification. For a list of statuses: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Additional Resource: https://caleprocure.ca.gov/

https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 47

How do I update my contact information?

To update contact information for an approved certification: While logged into your work Center at https://caleprocure.ca.gov/ select Manage Certification, and then Amend application. If the certification is not in approved status, complete the Certification Information Change form.

To update CaleProcure contact information unrelated to certification, contact Cal eProcure System Support: Phone (Toll Free): 1-855-421-6355 or vendors@fiscal.ca.gov

Additional Resource: Change form not on website. Sharepoint version may not be the most current: https://cadgs.sharepoint.com/:w:/r/sites/TM-OSDS-Certification/Shared%20Documents/Certification/Forms%20%26%20Templates/Forms/Certification%20Information%20Change%20Form.doc?d=w527a3d8e73df46fabd95011239410530&csf=1&web=1&e=TqAQqN

Question # 48

How do I change the business name on my certification?

Contact: Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) at Certification@dgs.ca.gov or 916-375-4940

Additional Resource: https://caleprocure.ca.gov/pages/contact.aspx

Question # 49

What is the Tax Identification Number Verification document?

IRS letter assigning or verifying a firm's Tax Identification Number (TIN) or Employer Identification Number (EIN). Sole proprietorships using a Social Security Number (SSN) may use a copy of the Social Security Card.

Additional Resource: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

Question # 50

How do I add UNSPSC codes to my bidder profile?

While logged in at https://caleprocure.ca.gov/ select Manage Notifications in your work center.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Outreach/Resources/Certified_NowWhat.pdf

Question # 51

How do I add UNSPSC codes to my certification?

To update UNSPSC codes for an approved certification: While logged into your work Center at https://caleprocure.ca.gov/ select Manage Certification, and then Amend application. If the certification is not in approved status, complete the Certification Information Change form.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Outreach/Resources/Certified_NowWhat.pdf

Question # 52

What is the difference between Small Business (SB) certification and Small Business for the Purpose of Public Works (SB-PW) certification?

The Small Business (SB) certification can be used on all types of contracts including public works contracts and projects. Maximum employee count is 100 (including affiliates) and Maximum Average Gross Annual Receipts (GARs) over the last three tax years is $18 million (including affiliates).

Small Business for the Purpose of Public Works (SB-PW) certification can be used on public works contracts and projects. Maximum employee count is 200 (including affiliates) and Maximum Average Gross Annual Receipts (GARs) over the last three tax years is $43 million (including affiliates).

Additional Resource: https://fiscal.cdn.prismic.io/fiscal/Z23z05bqstJ982Ey_SB_SB-PW_CertificationEligibility.pdf

Question # 53

How do I apply for minority owned business certification?

OSDS does not offer minority owned business certification.

Additional Resource: dgs.ca.gov/PD-OSDS

Question # 54

How do I apply for woman owned business certification?

OSDS does not offer woman owned business certification.

Additional Resource: dgs.ca.gov/PD-OSDS

Question # 55

Is a Nonprofit Veteran Service Agency (NVSA) required to provide all these services for low-income veterans, disabled veterans, or homeless veterans and their families: housing, substance abuse services, case management, and employment training services?

Yes - All of these services must be provided to low-income veterans, disabled veterans, or homeless veterans and their families.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Renew-Nonprofit-Veteran-Service-Agency-Certification

Question # 56

Can a construction business be certified as a Nonprofit Veteran Service Agency (NVSA)?

No - Only service providers and manufacturers are eligible.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Renew-Nonprofit-Veteran-Service-Agency-Certification

Question # 57

Do Nonprofit organizations recognized by the Office of Small Business and DVBE Services (OSDS) receive contracting benefits, like bid preferences?

No - recognized Nonprofits only receive prompt payment benefits

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Renew-Recognition-as-Nonprofit-Organization

Question # 58

Can a nonprofit organization be certified as a small business?

No - only a for-profit entity can be certified as a small business.

Additional Resource: We should add this information to this page: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 59

Can a nonprofit organization be certified as a DVBE?

No - only a for-profit entity can be certified as a DVBE.

Additional Resource: We should add this information to this page: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 60

My application is in Incomplete status. What does Incomplete status mean?

Incomplete status means: the applicant is in the process of completing an application and has not submitted it.

Additional Resource: Link to doc is on this page: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise Document: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 61

My application is in Waiting for Review status. What does Waiting for Review status mean?

Waiting for Review status means: the application has been submitted and is in the queue for processing by a Certification Officer.

Additional Resource: Link to doc is on this page: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-

Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise
Document:
https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 62

My application is in Under Review status. What does Under Review status mean?

Under Review status means that the application is assigned to a Certification Officer and is being reviewed to ensure program eligibility requirements are met. _x000D_

Additional Resource: Link to doc is on this page:
https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise
Document:
https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 63

My application is in Deficiency status. What does Deficiency status mean?

Deficiency status means the application was reviewed by a Certification Officer and a request was sent to the applicant for additional supporting documentation before a decision can made.

Additional Resource: Link to doc is on this page:
https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise
Document:
https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/SB/Statusesv5.pdf

Question # 64

How do I register/apply for Certification?

I've included some information below and links to learn more about Small Business Certifcation Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Additional Resource: Certification.ca.gov

Question # 65

I can't login because the system won't take my credentials; I tried o change it online to no avail; what do I do?

Please call FI$CAL Portal Support at *855) 421-6355, option 1 and they can assist you with resetting your USERID/password

Additional Resource: Certification.ca.gov

Question # 66

How can I change my Bidder information?

Login, go to My WorkCenter, and choose "Edit Bidder Information." The option is in the lower left-hand corner.

Additional Resource: caleprocure.ca.gov

Question # 67

I currently have a DVBE certification; how can I add an SB and an SBPW Certifications?

Login, go to Manager Certification, choose which type of Certifications you would like to add, complete eligibility questions and then follow the prompts.

Additional Resource: caleprocure.ca.gov

Question # 68

My tax paer ID number (FEIN, TIN) has changed; does that matter?

Yes, it does matter. You may need to reapply.

Additional Resource: Certification.ca.gov

Question # 69

How do I renew my Certification?

I've included some information below and links to learn more about Small Business Certifcation Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Additional Resource: Certification.ca.gov

Question # 70

Why can't my DVBE LLC be 51% owned like and S-Corp DVBE?

DVBE certification requires limited liability companies to be wholly owned by one or more disabled veterans.

Additional Resource: . [Public Contract Code, Section 10115.9] Your information indicates your firm does not meet this requirement.

Question # 71

We have had an ownership change/sale…does that affect our Certification.

Certified firms are required to notify DGS once there has been an ownership change. Please let us know immediately, we can review your application and let you know what changes or updates need to be made to keep your current Certification.

Additional Resource: Certification.ca.gov

Question # 72

Why was I discontinued; I have three contracts going?

The Office of Small Business and DVBE Services (OSDS) performs periodic certification compliance reviews. The review determines whether a firm remains eligible for certification.

Additional Resource: SB.DVBECompliance@dgs.ca.gov

Question # 73

Dept XYZ said to call DGS…can you help me with my contaract questions?

DGS recommends that you reach out to the Contract Official or Contract Manager for that particular contract. If you are having trouble getting the information you need, you can call that department's Advocate/Liaison.

Additional Resource: https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Small-Business-Disabled-Veteran-Business-Enterprise-Advocate-Directory?search=advocate%20directory

Question # 74

If I haven't filed last year's taxes, can I still apply?

Yes, you are required to provide 3 years of tax returns or less if your business has not be in operation. If current year is not due yet due to IRS deadline then provide prior 3 years if after IRS deadline provide extension.

Additional Resource: Office of Small Business and Disabled Veteran Business Enterprise Services

Question # 75

Is there a cost associated with applying to get certified?

There is no cost to get certified

Additional Resource: No resource found

Question # 76

Do you offer a veteran certification that doesn't require you to be a disabled veteran?

No we don't offer that type of certification

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 77

When is the next GARS limit increase for SB certification?

We don't know at this time when the next increase will occur

Additional Resource: No resource found

Question # 78

Can you help me search for UNSPSC codes?

You can search UNSPSC codes through our dgs unspsc dashboard

Additional Resource: Microsoft Power BI

Question # 79

How can I get a copy of my certificate?

You can obtain a copy of your certificate from Caleprocure by going to Quick Links/Find Certified Firms (SB/DVBE)/Enter business name or Cert ID/Click Search

Additional Resource: California State Government Marketplace

Question # 80

How do I search for BIDS in CaleProcure?

You can search for BIDS from CaleProcure by going to Quick Links/Find Bid Opportunities (CSCR)

Additional Resource: California State Government Marketplace

Question # 81

Why does the LLC business structure for DVBE's have to have 100% unconditional ownership while a corporation only requires 51% DVBE ownership?

Effective 1/1/2004, per Public Contract Code – DVBE limited liability companies must be wholly owned by one or more disabled veterans.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 82

Do you offer a certification for Non-Profit businesses?

No we do not the certifications we offer are for profit only

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 83

How can I update my profile from my SSN to my FEIN it grayed out?

Send an email request to certification inbox

Additional Resource: certification@dgs.ca.gov

Question # 84

How do I log into Cal eProcure?

go to he Cal eProcure website and select Login/Register

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx

https://caleprocure.ca.gov/pages/BS3/login.aspx

Question # 85

What are the requirements for small business certification?

Small Business (SB) Certification Eligibility Requirements and Benefits

In order for a small business to be eligible for certification, the small business must meet the following requirements:

Be independently owned and operated;
Not dominant in field of operation;
Principal office located in California;
Owners (officers, if a corporation) domiciled in California; and,
Including affiliates, be either:
A business that, together with all affiliates, has one hundred (100) or fewer employees, and annual gross receipts of eighteen million dollars ($18,000,000) or less as averaged for the previous three (3) tax years, as biennially adjusted by the Department in accordance with Government Code section 14837, subdivision (d)(3). If the business or its affiliate(s) has been in existence for less than three (3) tax years, then the GAR will be based upon the number of years in existence.
A manufacturer* with 100 or fewer employees; or,
A small business will automatically be designated as a micro business if gross annual receipts are $6,000,000 or less or the small business is a manufacturer with 25 or fewer employees.
*For Small Business Certification purposes, a manufacturer is a business that is both the following:

(1) Whether the business, with its own facilities, performs the primary activities in transforming inorganic or organic substances into the end item being acquired, and is not a packager or, in the case of kits, a final assembler. The end item must possess characteristics that did not exist, before the original substances, parts, or components were assembled or transformed, as a result of mechanical, chemical, or human action. The end item may be finished and ready for utilization or consumption, or it may be semi-finished as a raw material to be used in further manufacturing, and

(2) Whether more than fifty percent (50%) of its annual gross receipts, as determined by the Department, result from the manufacture and sale of products manufactured by the business.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#accordion-c3cc5597-d6e8-40ab-b459-d2b91e55bda4

Question # 86

I cannot upload documents to my application. What do I do?

you can contact OSDS directly or the Certification Officer at the end of your letter for assistance.
Office of Small Business and DVBE Services
Department of General Services
Procurement Division

707 Third Street
West Sacramento, CA 95670

Phone: (916) 375-4940
Email: Certification@dgs.ca.gov

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#accordion-c3cc5597-d6e8-40ab-b459-d2b91e55bda4

Question # 87

I received an email, how do I renew my SBA certification?

SBA Cerification is a Federal program and is not related to the DGS SB or DVBE Certification. You will need to contact the U.S. Small Business Administration.

Additional Resource: https://certifications.sba.gov/

Question # 88

Can I get a list of DVBE's in my area?

We do not provide ad hoc reports for DVBE's or any firms. You can search DVBE's in your area on Cal eProcure's website under Quick Links and then Find Certified Firms (SB/DVBE)

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx

https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true

Question # 89

How do I become DBE cerfified?

DBE Certification is a CalTrans program is not related to the DGS SB or DVBE Certification. You will need to contact CalTrans for DBE Certificaiton.

Additional Resource: https://caltrans.dbesystem.com/

Question # 90

Can I be SB certified if I am outside of CA but I am incorporated with CA SOS?

No. All firms who want to be SB Certified must meet the Small Business (SB) Certification Eligibility Requirements. This includes Principal office must be located in California and owners (officers, if a corporation) must be domiciled in California.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#accordion-c3cc5597-d6e8-40ab-b459-d2b91e55bda4

Question # 91

How do I complete my recertification application?

go to the Cal eProcure website and select Login/Register. Once logged in, you will select Manage Certification and then Apply for certification.

Additional Resource: https://caleprocure.ca.gov/

Question # 92

Why I am not on the Approved Auto Repair Facilities list anymore?

The Approved Auto Repair Facilities list is managed by DGS's Office of Fleet and Asset Management (OFAM). It is not managed by OSDS and is a serparate list. You will need to contact OFAM.

Additional Resource: https://www.dgs.ca.gov/OFAM/Services/Page-Content/Office-of-Fleet-and-Asset-Management-Services-List-Folder/Become-Repair-Vendor-for-State-Vehicles

https://approvedauto.apps.dgs.ca.gov/

Question # 93

Where can I find bids and how do I bid?

Once you are certified you can access Training and Resources on Cal eProcure under the Resources tab. This includes "Learn how to access bid solicitations and place ads" and "Learn about public competitive bidding".

Additional Resource: https://caleprocure.ca.gov/pages/events.aspx

Question # 94

How do I reset my Cal eProcure password?

Contact Cal eProcure System Support through the following contacts: vendors@fiscal.ca.gov or 1-855-421-6355. They can assist in resetting your password.

Additional Resource: https://caleprocure.ca.gov/pages/contact.aspx

Question # 95

How do I upload documents to my Cal eProcure account?

To upload documents to your Cal eProcure account, follow the below instructions:

- Click on Manage Certifications.
- Click on Amend Application.
- Navigate to the Attachments page by clicking the Save and Continue button at the bottom of each page.
- Add attachments. Click on the + button (on the corner of each attachment section) to add additional attachments.
- When finished, click Save & Exit.
- Send me an email when all documents have been uploaded.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 96

I received a letter saying my certification is going to be discontinued. Do I need to file an appeal?

No, you do not need to file an appeal. Reference the Notice of Intent to Discontinue and provide the requested items for reverification. You may contact the OSDS Certification team or the Certification / Compliance Officer assigned to your file for assistance.

Additional Resource: Certification@dgs.ca.gov

Question # 97

I received an email from donotreplay@fiscal.com. I wanted to check if this was real?

Yes, the Notice you received regarding your SB/DVBE certification is from the Office of Small Business and DVBE Services. Respond by the date on the Notice to avoid discontinuance.

Additional Resource: Contact Us

Question # 98

I found out my certification was discontinued but I never received any notices. How can I get recertified?

You may re-apply for certification by logging into your Cal eProcure account and following the prompts for recertification.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 99

I received a notice telling me to submit affiliate taxes. I don't think my other businesses count as affiliates because they are in different industries. Do I have to submit my affiliate information?

Affiliate information is required to make a determination of meeting program standards. Review the following FAQ to understand what determines an affilation: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/AffiliateFAQs.pdf

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/AffiliateFAQs.pdf

Question # 100

I recently lost a bid to a certified Small Business, however, they do not meet the requirements for a Small Business certification. Can you explain to me how they are able to bid?

Thank you for your interesting in maintaing the integrity of state contracting. To file a formal complaint please, fill out the complaint form and follow the instructions provided here. https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-Complaint-Regarding-State-Small-Business-DVBE-Program
If you do choose to file a complaint it is important to know both firms will undergo a file review.

Additional Resource: File Complaint Regarding State Small Business, DVBE Program

Question # 101

Where can I go to see bid opportunities?

You may search bid opportunities at the following site: https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx

Additional Resource: Event Search

Question # 102

I received a notice asking for supporting documents. I cannot log into my Cal eProcure account. Is there an email I can send them to?

For assitance logging into your Cal eProcure account, contact Cal eProcure System Support through the following contacts: vendors@fiscal.ca.gov or 1-855-421-6355. They can assist in resetting your password. You may also reach out to OSDS Certification with questions regarding your certification.

Additional Resource: Certification@dgs.ca.gov
Contact Us

Question # 103

How does reliance on non-DVBE-owned or operated equipment impact the DVBE participation credit or commitment amount?

Using non-DVBE-owned or operated equipment does not directly affect DVBE credit or commitment. However, DVBE participation is based on the total contract value. If non-DVBE services increase the contract amount beyond the 3% threshold, it may lower the DVBE participation percentage. Bidders must ensure the DVBE performs a Commercially Useful Function (CUF).

Additional Resource: https://www.dgs.ca.gov/PD/Resources/SCM/TOC/12/12-01

Question # 104

Does nonprofit status affect bid preferences?

Nonprofit status does not inherently affect bid preferences.

Additional Resource: https://www.bing.com/ck/a?!&&p=3397651146be7cbb1a3da253908ee6b4f013f36d471b46a7e0f0819306e47675JmltdHM9MTc2OTEyNjQwMA&ptn=3&ver=2&hsh=4&fclid=014f8aee-a523-6c5e-1018-9c40a4c86d2d&psq=3.+Does+nonprofit+status+affect+bid+preferences%3f+california++&u=a1aHR0cHM6Ly93d3cucGFya3MuY2EuZ292L3BhZ2VzLzEwMDgvZmlsZXMvUHVibGljX1NvbGljaXRhdGlvbl9Qcm9jZXNzX2Zvcl9Ob25wcm9maXRfR3JhbnRlZXNfVi4zLnBkZg

Question # 105

What indicators suggest a nonprofit is being used to bypass competitive procurement bids?

A nonprofit may be viewed as bypassing competitive procurement when it lacks independent control, performs minimal substantive work, or primarily serves as a conduit for a for-profit firm.

Additional Resource: SB-DVBE Program Violations and Sanctions

Question # 106

How does NVSA evaluate risk when Primes repeatedly request substitutions?

Frequent or poorly justified substitutions may indicate a risk of underutilization, trigger additional monitoring, or require escalation to ensure program goals are met.

Additional Resource: SB-DVBE Program Violations and Sanctions

Question # 107

If a DVBE owner is absent from operations due to medical leave, does the certification remain valid?

Does not automatically invalidate certification. The DVBE remains certified as long as the owner remains under ultimate control and the business continues to perfrom a Commercially Useful Function (CUF). Prolonged absence or loss of control may trigger a review by OSDS.

Additional Resource: Commercially Useful Function for Certified Firms

Question # 108

If a Small Business loses eligibility but remains on an active multi-year contract, what happens?

If an SB loses eligibility during a multi-year contract, the contract continues, but only work performed while eligible counts toward SB participation credit.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 109

If a DVBE subcontracts a portion of its work to a non-DVBE, does it still receive full participation credit?

DVBE credit is limited to work the DVBE performs; subcontracted work by non-DVBEs typically does not count and may affect CUF compliance.

Additional Resource: Commercially Useful Function for Certified Firms

Question # 110

How does affiliation with another business affect my GAR calculation?

Yes, affiliation with another business affects your GAR calculation.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 111

How does OSDS evaluate DVBE participation in professional or consulting services where labor is intangible?

OSDS evaluates DVBE participation based on whether the DVBE performs a Commercially Useful Function (CUF).

Additional Resource: https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Commercially-Useful-Function-for-Certified-Firms

Question # 112

Can a nonprofit compete against for-profit firms under the same solicitation?

Yes, as long as the solicitation is not considered an "unrelated business activity."

Additional Resource: Apply for or Renew Recognition as Nonprofit Organization
Charitable solicitation - state requirements | Internal Revenue Service - Search

Question # 113

I can't find my certification on the website (www.caleprocure.ca.gov)

Need assistance with searching for your certification in www.caleprocure.ca.gov?

Contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 114

I haven't filed my tax return yet / most recent tax return

Contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 115

It's asking me to upload last years tax returns but I haven't filed my tax return yet

In the Taxes tab of the online application, click on the "GARS Not Available" button (above the most recent tax field) to adjust to the prior 3 years.

Question # 116

How come when I search for my certification, it doesn't come up?

You can find your approved certification profile under the Quick Links drop down menu. Select Find Certified Firms (SB/DVBE). TIP: Enter in your firm's Certification ID, then click Search. If your certifcation is in approved status, you will see your business name profile populate below for you to view / download. If you do not see your business name profile, contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance

Question # 117

How can I find my certification in Cal eProcure?

You can find your approved certification profile under the Quick Links drop down menu. Select Find Certified Firms (SB/DVBE). TIP: Enter in your firm's Certification ID, then click Search. If your certifcation is in approved status, you will see your business name profile populate below for you to view / download. If you do not see your business name profile, contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance

Question # 118

It says my Tax Identification Number / TIN is already in the system

This means your Tax Identification Number / TIN is linked to an existing record in Cal eProcure. Contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 119

How long does it take to get certified

nan

Question # 120

I did not recieve a renewal notification

Certification renewal notifications are issued no more than 90 calendar days prior to you certification's expiration date. Renewal notifications are sent by email or mail to the contact listed on your certification application. If you did not receive a renewal notification, contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 121

A person's name, who is no longer with the company, is showing on my account

Contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 122

How can I change the name on the account

Contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Question # 123

What are the SB & DVBE benefits?

In order for a small business to be eligible for certification, the small business must meet the following requirements:

Be independently owned and operated;
Not dominant in field of operation;
Principal office located in California;
Owners (officers, if a corporation) domiciled in California; and,
Including affiliates, be either:
A business that, together with all affiliates, has one hundred (100) or fewer employees, and annual gross receipts of eighteen million dollars ($18,000,000) or less as averaged for the previous three (3) tax years, as biennially adjusted by the Department in accordance with Government Code section 14837, subdivision (d)(3). If the business or its affiliate(s) has been in existence for less than three (3) tax years, then the GAR will be based upon the number of years in existence.
A manufacturer* with 100 or fewer employees; or,
A small business will automatically be designated as a micro business if gross annual receipts are $6,000,000 or less or the small business is a manufacturer with 25 or fewer employees.
Disabled Veteran Business Enterprise (DVBE) Certification Eligibility Requirements and Benefits

For DVBE certification purposes, a "disabled veteran" is:

A veteran of the U.S. military, naval, or air service;
The veteran must have a service-connected disability of at least 10 percent or more; and
The veteran must reside in California.
To be certified as a DVBE, your firm must meet the following requirements:

Your business must be at least 51 percent owned by one or more disabled veterans;

Effective 1/1/2004, per Public Contract Code – DVBE limited liability companies must be wholly owned by one or more disabled veterans.
Your daily business operations must be managed and controlled by one or more disabled veterans
NOTE:
The disabled veteran who manages and controls the business is not required to be an owner of the applicant business; and

Your home office must be located in the U.S. (the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business).
All existing and all new DVBE applicants must submit to the Office of Small Business and DVBE Services (OSDS) complete copies of the DVBE's federal income tax returns for the previous three years. DVBEs who have been in business for less than three years shall submit the federal tax returns for each year they've been in business.
A DVBE applicant that is not a sole proprietorship and rents equipment to the state must provide the federal income tax returns for each of their disabled veteran owners or your firm will be deemed to be an equipment broker.
DVBE limited liability companies must be wholly owned by one or more disabled veterans.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 124

What are the Cal eProcure registration steps?

Go to www.caleprocure.ca.gov. In the upper right hand corner, click Login/Register; on the next page, click Register as a New Bidder.

Additional Resource: Registration Instructions for the Cal eProcurement (Cal eProcure) System (

Question # 125

How to search for contracting opportunities after approval?

Using the Cal eProcure website (www.caleprocure.ca.gov), click on Sell to the State and/or Find Public Procurement Information for bidding and contract opportunites.

Additional Resource: https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx

Question # 126

Suggestions for working with state buyers?

Search for a small business (SB) and disabled veteran business enterprise (DVBE) advocate to help you pursue contract opportunities with the state.

Additional Resource: Find-a-SB_DVBE-Advocate

Question # 127

What are the next steps after approval/WFR? (How long does WFR take?)

Once you submit, your application will be assigned to a Certificatoin Officer. The the initial review can take up to 48 hours. The review can take up to 30 days to make a determination. You may contact our office at certification@dgs.ca.gov for updates.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 128

Bid Due Dates (What is the process?)

A completed certification application package can be expedited in an effort to prevent firms from missing bidding opportunities that are due within 30 days. Firms, state agencies, and Reciprocity Partners may submit expedite requests. An expedite request must be submitted along with the certification application no later than five business days prior to the bid due date. An expedite request may not be submitted after a certification application has been submitted. Note: The written expedite request and a completed application package must include the necessary supporting documents. Please allow 5-10 business days for processing time.

Additional Resource: File Certification Expedite Request for Businesses

Question # 129

Will I get a reminder prior to expiration?

Certification renewal notifications are issued no more than 90 calendar days prior to you certification's expiration date. Renewal notifications are sent by email or mail to the contact listed on your certification application. If you did not receive a renewal notification, contact OSDS at 1-855-421-6355 or email at certification@dgs.ca.gov for assistance.

Additional Resource: Certification@dgs.ca.gov

Question # 130

What resources are available to me (SB/DVBE)?

Find training and Resources on Caleprocure.ca.gov

Additional Resource: Training and Resources

Question # 131

How to change from SSN to EIN with same Legal Business Name?

Please contact Certification Program/OSDS for assitance.

Additional Resource: Certification@dgs.ca.gov

Question # 132

What are the eligibility requirements?

In order for a small business to be eligible for certification, the small business must meet the following requirements:

Be independently owned and operated;
Not dominant in field of operation;
Principal office located in California;
Owners (officers, if a corporation) domiciled in California; and,
Including affiliates, be either:
A business that, together with all affiliates, has one hundred (100) or fewer employees, and annual gross receipts of eighteen million dollars ($18,000,000) or less as averaged for the previous three (3) tax years, as biennially adjusted by the Department in accordance with Government Code section 14837, subdivision (d)(3). If the business or its affiliate(s) has been in existence for less than three (3) tax years, then the GAR will be based upon the number of years in existence.
A manufacturer* with 100 or fewer employees; or,
A small business will automatically be designated as a micro business if gross annual receipts are $6,000,000 or less or the small business is a manufacturer with 25 or fewer employees.
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For DVBE certification purposes, a "disabled veteran" is:

A veteran of the U.S. military, naval, or air service;
The veteran must have a service-connected disability of at least 10 percent or more; and
The veteran must reside in California.

To be certified as a DVBE, your firm must meet the following requirements:

Your business must be at least 51 percent owned by one or more disabled veterans;
Effective 1/1/2004, per Public Contract Code – DVBE limited liability companies must be wholly owned by one or more disabled veterans.
Your daily business operations must be managed and controlled by one or more disabled veterans
NOTE:
The disabled veteran who manages and controls the business is not required to be an owner of the applicant business; and

Your home office must be located in the U.S. (the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business).
All existing and all new DVBE applicants must submit to the Office of Small Business and DVBE Services (OSDS) complete copies of the DVBE's federal income tax returns for the previous three years. DVBEs who have been in business for less than three years shall submit the federal tax returns for each year they've been in business.
A DVBE applicant that is not a sole proprietorship and rents equipment to the state must provide the federal income tax returns for each of their disabled veteran owners or your firm will be deemed to be an equipment broker.
DVBE limited liability companies must be wholly owned by one or more disabled veterans.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 133

Where can I get a CUF form?

You can get a copy of the CUF Evaluation & Determination Worksheet from the OSDS CUF website - https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Commercially-Useful-Function-for-Certified-Firms
or you can contact the contracting agency for the agency-specific CUF form.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/CUF/CUFEvaluationandDeterminationWorksheet.pdf

Question # 134

I have a K-9 training business, who can I contact for bid opportunities?

You can find specific advocates for the type of business that you have in the SB/DVBE Advocate Directory.

Additional Resource: Find-a-SB_DVBE-Advocate

Question # 135

Our DVBE qualifier has passed away, what can we do to keep our DVBE certification?

- Contact OSDS immediately and report the change
- Identify a new qualifying veteran
  - must own at least 51% of firm
  - must manage firm / run day to day operations
  - must have at least 10% service related disability
  - must be domiciled in California

Additional Resource: https://govt.westlaw.com/calregs/Document/I07F93C301BE111EE90E9B85391716628?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=%28sc.Default%29

Question # 136

We are a prime contractor with two DVBE subcontractors. One has gone out of business. We have the proper license to complete the job - can we continue where they left off?

No. That would present an illegal substitution violation. The proper procedure would be to submit a DVBE substitution request with the contracting agency, who will also request for approval with OSDS.

Additional Resource: https://govt.westlaw.com/calregs/Document/IF9D3D0201BDB11EEB1EDD4FF98D7AFFA

Question # 137

I can't upload my tax returns to Cal eProcure, can I just send it to you attached to an email?

It is more secure to upload documents through your Cal eProcure account. If you're having trouble uploading, contact certification@dgs.ca.gov for assistance

Question # 138

What documents do I need to submit for my application if I had just started my business and don't have any tax returns yet?

Corporation filings, Statement of Information, CSLB License info, Reseller Permit, Affidavit of Income, Affiliate Information - If applicable

Additional Resource: https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/PD_AffidavitofIncome.pdf https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/OSDS1.pdf

Question # 139

How often does a certification go through compliance review?

Compliance review of a firm's certification can be done at any time to make sure that all eligibility requirements are maintained throughout the certification period.

Additional Resource: https://govt.westlaw.com/calregs/Document/IB8FB53901BC511EE8DA6DAFA82226BB2?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=%28sc.Default%29

Question # 140

What's the best way to find bidding opportunities?

• Register on Cal eProcure, selecting relevant service categories.
• Track solicitations via CSCR, and set up custom alerts.
• Explore department-specific searches (e.g. DGS, Caltrans).
• Add paid platforms like BidNet Direct for broader opportunity coverage.
• Leverage educational materials (SCM, Cal PCA, etc.) to strengthen your bidding capabilities.

Additional Resource: • https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Cal-eProcure-Portal-to-Access-Bid-Opportunities
• https://caleprocure.ca.gov/pages/public-search.aspx

Question # 141

Why do I need to disclose my business affiliations?

It's required for the determination of Income and number of employees

Additional Resource: https://govt.westlaw.com/calregs/Document/IC518D3F01BC511EE8DA6DAFA82226BB2?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=%28sc.Default%29

Question # 142

Will my firm be able to do business with the state when our firm makes more than the GARs limit?

Your firm will lose its certification, but will still be able to do business with the State of California. Your firm will just not have the benefits of being certified

- Bid Preferences: SB and DVBE firms often receive percentage bid preferences (up to 5% for SB, up to 3% for DVBE)
- Some contracts a re reserved for SB/DVBE firms only
- Certified firms get listed in the state's searchable database, making it easier for buyers to find them.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

Question # 143

What do I do if the application is asking for this year's taxes, but I have not filed yet?

In the "Taxes" tab for the current year, click on "GARS Not Available". Then wait for the screen to refresh and it will revert back to the prior 3 years.

Additional Resource: No source

Question # 144

What do I do if I do not have my FEIN verification letter from the IRS?

Contact the IRS for a copy of your FEIN verification letter.

Additional Resource: https://www.irs.gov/businesses/employer-identification-number

Question # 145

I read requirements for DVBE. However, what if the firm is owned by a trust? What are the requirements for that trust?

Unfortunately, we cannot provide specific information regarding how a trust is formed. However, it is recommended that you apply for the certification and provide the supporting documents for the trust so that it can be reviewed thoroughly. Please review the eligibility requirements again for DVBE certification.

Additional Resource: https://www.law.cornell.edu/regulations/california/2-CCR-1896.81

Question # 146

How do I renew my certification?

To renew your application, login to Cal eProcure. Once you are logged in, scroll down and click "Manage Certification". Then on the right hand side select "Re-apply with Current Information".

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx

Question # 147

How do I apply for certification?

To apply, this is a 2-step process. You must complete the registration then apply. First go to Cal eProcure and click on login/register. Click on new bidder registration to begin the registration. Once you complete the registration, you will receive an email with your login and temporary password. After logging in, you will then complete the application.

Additional Resource: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

Question # 148

Can I apply for SB, SB-PW, and DVBE certifications all at once?

Yes. When completing the application, be sure to check all three certification types.

Question # 149

Is this certification the same for DBE?

The DBE certification is a separate program and is overseen by CalTrans.

Additional Resource: https://dot.ca.gov/programs/civil-rights/dbe

Question # 150

How do I sell to the state and get added to the list?

To sell to the state, first create a profile by registering on Cal eProcure. Once registration has been completed, you can search for open solicitations or contact Outreach for additional resources with pursuing contract opportunities with the state.

Additional Resource: https://www.dgs.ca.gov/PD-SB-DVBE-Resources

Question # 151

What is the status of my application?

You can find the status of your application by logging into your Cal eProcure account and checking the status under "My Workcenter" or contact certification help desk at Certification@dgs.ca.gov

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx

Question # 152

I have a bid due today, can you expedite my application?

We do have an expedite process. However, one of the requirement is a request for expedite must be submitted no later than 5 business days prior to the bid due date.

Additional Resource: https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-Certification-Expedite-Request-for-Businesses

Question # 153

I am online to renew my Certification. Do I select Re-Apply with Current Information or Apply for Certification?

Select Re-Apply with Current Information. If phone numbers and/or addresses have changed, you can edit them.

Question # 154

Which Cities and Counties accept our Certification?

The Cities and Counties are Reciprocity Partners. The list of Reciprocity Partners can be found at www.dgs.ca.gov then in the Search bar in the upper right, type in Reciprocity Partners.

Additional Resource: List of SBDVBE Reciprocity Partners

Question # 155

Can I apply for SB, SB-PW & DVBE Certifications at the same time?

Yes. Check all three Certification types, when you start the Application process.

Question # 156

Can you stay on the phone with me and go step by step with me with the online application?

Unfortunately, I can't. However, you can schedule a free one-on-one consulation with our outreach department, which can walk you through the process.

Additional Resource: Office of Small Business and DVBE Services

Question # 157

I just submitted my application to become certified. How long will it take for me to get approved?

While I can't provide you with a specific date, because it depends on the complexity of the application, I can tell you that we do move fairly quickly on our applications. It can take anywhere from 2 weeks to 4 weeks. You're always welcome to log in to Cal eProcure to check your status, give us a call to check for you, or email us at certification@dgs.ca.gov

Additional Resource: https://caleprocure.ca.gov/pages/index.aspx

Question # 158

I am a minority women owned buisness. How can I apply for your certification?

That is a separate program with CalTrans. Let me provide you with their website.

Additional Resource: https://dot.ca.gov/programs/civil-rights/dbe

Question # 159

How can I print my certification?

You can find your approved certification profile under the Quick Links drop-down menu. Select Find Certified Firms (SB/DVBE). Enter your firm's Certification ID, then click Search. If your certification is in approved status, you will see your business name profile populate below for you to view/download.

Additional Resource: California State Government Marketplace

Question # 160

How do I find my UNSPSC Codes?

Go to Google and type in DGS UNSPSC Codes. Scroll down and select "California Custom UNSPSC Search Dashboard." Then, select the UNSPSC Replacement Search Dashboard and begin typing in words that best describe your service or products.

Additional Resource: United Nations Standard Products and Services Code UNSPSC

Question # 161

My secretary/assistant left, and my certification expired. I need to get re-certified, but I don't know the login or password.

You will need to contact FI$Cal Portal Support at (855) 421-6355, press 1 for technical support, and provide them with your certification ID. They will provide you with a temporary username and password.

Additional Resource: (855) 421-6355, press 1 for technical support or email at vendors@fiscal.ca.gov

Question # 162

What are the benefits do I get with becoming certified with the state?

Eligible for a 5% bid preference for small businesses on applicable state solicitations, and access to contract opportunities exclusively available to certified businesses. Let me provide you with the list of benefits by giving you our direct website.

Additional Resource: SB/DVBE Certification

Question # 163

I have run a non-profit and want to get certified. How do I get certified? Can you help me with that?

We offer a Nonprofit recognition. To qualify, you must be a formed tax-exempt corporation registered with SOS, have filed articles of incorporation and/or Corporate Bylaws with the CA SOS, and file a "Return of Organization Exempt from Income tax (Form 990) with the IRS. Please note that non-profits are not eligible for SB certification.

Additional Resource: Apply for or Renew Recognition as Nonprofit Organization

Question # 164

I'm a DV and trying to complete my application, but can't because it keeps asking me for my taxes. I don't file taxes. I don't have to.

Two things can be true at the same time. While it is true that you are exempt from filing taxes with the IRS, Federal Tax Returns are a requirement for our program, in order to get SB and DVBE certified.

Additional Resource: Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise

Question # 165

How can I find contract opportunities?

Visit Cal eProcure, go to quicklinks, select Find Bid Opportunities, and it will bring you to Event Search. If you need additional help finding contract opportunities, you can schedule a one-on-one with our outreach department. Our outreach department also offers free workshops that could be beneficial to you.

Additional Resource: Event Search

Question # 166

I forgot my Cal eProcure User ID and Password

Call FI$Cal Cal eProcure Portal Support at 1-800-855-421-6355. Monday - Friday, 8:00 am -5:00 pm

Additional Resource: Office of Small Business and DVBE Services

Question # 167

How do I get my application status

Call 916-375-4940 or email certification box.

Additional Resource: certification@dgs.ca.gov

Question # 168

How do I add UNSPSC codes

To update UNSPSC codes for an approved certification: While logged into your work Center at https://caleprocure.ca.gov/ select Manage Certification, and then Amend application. If the certification is not in approved status, complete the Certification Information Change form.

Additional Resource: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Outreach/Resources/Certified_NowWhat.pdf

Question # 169

How do I find out the steps to get my application expedited?

Visit https://www.dgs.ca.gov/PD/ and search for Expedite

Additional Resource: File Certification Expedite Request for Businesses

Question # 170

How can I get help with my password for login?

You can contact Fi$Cal Support at 855-421-6355. Press option 1 and have your certification ID available.

Additional Resource: For Fi$Cal technical support, contact Fi$Cal Support at 855-421-6355. Press option 1

Question # 171

How do I get information on USPSC codes?

Google DGS UNSPSC codes. Select United Nations Standard Products and Services Code UNSPSC -DGS link

Additional Resource: United Nations Standard Products and Services Code UNSPSC

Question # 172

Where do I find information on your program

You can find informationon the program, its benefits and instructions to apply on the Caleprocure site

Additional Resource: SB/DVBE Certification

Question # 173

Where do I find the requirements to get certified?

visit the Caleprocure site

Additional Resource: SB/DVBE Certification

Question # 174

My other company is not being used. Why do I need tax returns?

For Small Businesses, the verage annual gross receipts cannot exceed forty-three million dollars ($18,000,000) over the previous three (3) tax years for your firm and any affiliates.
For Small Businesses for The Purpose of Public Works, the average annual gross receipts cannot exceed forty-three million dollars ($43,000,000) over the previous three (3) tax years for your firm and any affiliates

Additional Resource: SB/DVBE Certification

Question # 175

What is my username

Please contact Fi$CAL support at 855-421-6355 and choose option 1 for assistance.

Additional Resource: For Fi$Cal technical support, contact Fi$Cal Support at 855-421-6355. Press option 1

Question # 176

Once I submit my application, how long does it take to be certified.

Once your application is assigned to a Certification Officer, the initial review can take up to 48 hours. Depending on the appilcant firm's cooperation and attention to responses, the review can take up to 30 days to make a determination. You may contact our office at certification@dgs.ca.gov for updates.

Question # 177

How do I Update my Contact Information?

Login to your Cal eProcure Account, Select Manage Certification(s), then Select Ammend Application. You will be able to change Phone numbers, email address and add a Webpage address.

Question # 178

Can I Expedite a Certification?

Yes. Contact OSDS at (916) 375-4940, or by email, Certification@dgs.ca.gov, to have the Cerification Expedite Request Form emailed to You.

Question # 179

I have started the Application and need to Upload Tax Returns. How do I do it?

Log Into your Cal eProcure Account. Select Manage Certification, then select Continue Application. Check the Application to make sure all Information is correct, then select Save and Continue, at the bottom left of each page, until you reach the Upload page. Then Select Add Attachment. Repeat this step for all of the documents requested. After all of the requested documents have been uploaded, select Submit Application at the bottom of the page.

Question # 180

I received a Deficency Letter. What do I need to do?

At the end of the Letter, You will see your Certification Officer's name and their Contact Information. Please call or email them for assistance.

Question # 181

Can You assist me with Prompt Payment?

I will give you the Direct Link

Additional Resource: Late-Payment-Penalty-Paid-Reports

Question # 182

Can You help me with my Key Words on my Certification Profile?

Yes, I will refer to our Outreach Team to assist You.

Additional Resource: Office of Small Business and DVBE Services