




**HOW TO DO
BUSINESS**
 WITH
**CALIFORNIA
GOVERNMENT**

**A Road Map to
State Contracting**



CALIFORNIA DEPARTMENT OF GENERAL SERVICES



Office of Small Business
and Disabled Veteran
Business Enterprise Services



Register your Business



Cal eProcure is an online portal that improves the way businesses sell products and services to the state of California. Register your business with Cal eProcure at no cost.

Go to www.caleprocure.ca.gov

- » Click **Sell to the State**
- » Click **Register Now**
- » Fill out and **Submit Registration**

Once registered, you are able to:

Apply for the Small Business (SB), Small Business for the Purpose of Public Works (SB-PW) or Disabled Veteran Business Enterprise (DVBE) certification

Update your profile and renew your certification

Receive California State Contracts Register (CSCR) Solicitation Notifications

Place ad notifications seeking subcontracting opportunities with potential primes

Learn about pre-bid events

View the state's procurement history in the State's Contracting and Procurement Registration System (SCPRS)

View Purchase Order Payment History

Access Leveraged Procurement Agreements (LPAs)

Access contract award(s)

Search for certified suppliers

For assistance with registration contact BusinessOutreach@dgs.ca.gov



For technical support with Cal eProcure contact:

FI\$Cal Service Center, Vendor Management
vendors@fiscal.ca.gov | (855) 421-6355 (toll free)



Apply for a California Small Business Certification

Benefits of becoming a California Certified SB or SB-PW

The state of California established the Small Business (SB) and Small Business for the Purpose of Public Works (SB-PW) certification programs to increase business opportunities for the SB community.

California state government requires state agencies to award at least 25% of their annual contracting dollars to certified SBs.

The state may give a 5% bid preference to certified SBs.

As a California certified firm, your business is added to the DGS database that state agencies and other public agency partners use to find certified businesses.

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* (up to \$484,000* for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

What You Should Know

SB certification is typically issued for two years. An SB may be auto-approved online. All certified firms are subject to periodic reviews while actively certified.

Certification does not guarantee you will be awarded a government contract. Contracting with the state is very competitive – you must market your business to government agencies.

If an applicant has a bidding opportunity, a request may be made for an expedited application. Instructions can be found at www.dgs.ca.gov/PD-Certification. Go to the "Program Guide" tab and click on the link "Certification Expedite Procedure."



Certification Profile Tip: Make sure your profile is easily searchable by incorporating the right keywords and UNSPSC codes. For more information on selecting keywords and codes, go to: www.dgs.ca.gov/PD-SB-DVBE-Resources



***Attention:** Eligibility requirements may have changed since date of publication. For current requirements, go to: www.dgs.ca.gov/PD-Certification



Apply for a California Small Business Certification - continued

Small Business Eligibility Requirements

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

- Independently owned and operated
- Not dominant in its 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 (GARs) of \$19 million* or less over the three most recent tax years
or
a manufacturer with 100 or fewer employees (GARs not required)

Microbusiness

An SB will automatically be designated as a microbusiness (MB) if the GARs are \$6 million* or less or the SB is a manufacturer with 25 or fewer employees.



Certification Profile Tip:

Make sure your profile is easily searchable by incorporating the right keywords and UNSPSC codes. For more information on selecting keywords and codes, go to:
www.dgs.ca.gov/PD-SB-DVBE-Resources



For Small Business certification inquiries:

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



Apply for a California Small Business Certification - continued

Small Business for the Purpose of Public Works Eligibility Requirements

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

- Independently owned and operated
- Not dominant in its 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 a business with 200 or fewer employees and have average gross annual receipts (GARs) of \$46 million* or less over the three most recent tax years.

While registering with the Department of Industrial Relations (DIR) is not a requirement for the SB-PW certification, awarding departments have the responsibility to ensure that all contractors, including small businesses, register with DIR for qualifying public works projects. For more information about registering with DIR, go to:

www.dir.ca.gov/Public-Works/PublicWorks.html

Submit Certification Application

- » Go to **www.caleprocure.ca.gov**
- » Click **Get Certified**
- » Review Certification Application Requirements and Documents
- » Click **Get Certified (Apply or Reapply)**
- » Select the certification(s) you are applying for and click **Next**
- » **Upload** required supporting documents

For more certification information, go to: www.dgs.ca.gov/PD-Certification



For Small Business certification inquiries:

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Find State Contracts

What is the California State Contracts Register?

A tool inside Cal eProcure, the California State Contracts Register (CSCR) is your one-stop, central information source for state contracting opportunities. State agencies post solicitations on this site when they go out to bid. The CSCR connects you to government solicitations with an easy-to-use, online publication contract list.

You can work with potential prime contractors at no cost and post ads seeking to partner with a prime on a specific solicitation.

How to Post a Vendor Ad

- » Go to www.caleprocure.ca.gov
- » Log in to your account (top right of page)
- » Click **Start Search**
- » **Open Bid** (Search by Keyword, ID number or Department)
- » Click **Post Vendor Ad** (bottom left corner)
- » Complete items with red asterisk and **Save**
- » Make sure to start the ad with your certification number so that primes can access information from your certification profile

Look up past state departments purchases. View the **Statewide Procurement Data Dashboards**: www.dgs.ca.gov/PD-Dashboards



For help finding state contracts:

Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS)
BusinessOutreach@dgs.ca.gov



Get a Leveraged Procurement Agreement

Leveraged Procurement Agreements (LPAs) allow departments to buy directly from suppliers through existing contracts and agreements. LPAs are available to California's state, county, city, special district, education, and other government sectors. Examples of LPAs include:

- Cooperative Agreements
- Master Agreements
- Software Licensing Program
- Statewide Commodity Contracts

Check out the full list of LPAs at: www.dgs.ca.gov/PD-LPA

California Multiple Award Schedules Program

The California Multiple Awards Schedules (CMAS) Program is another type of LPA. DGS establishes agreements with businesses who offer products and/or services available through current federal General Services Administration (GSA) multiple award schedules. CMAS offers a wide variety of commodities, non-IT services and IT products and services at prices which have been assessed to be fair, reasonable and competitive.

For more information about CMAS, go to: www.dgs.ca.gov/PD-CMAS



For CMAS inquiries:

Department of General Services, Procurement Division, CMAS Unit
cmas@dgs.ca.gov | (916) 375-4363



Get registered, get certified, and sell your products and services to the state of California!

caleprocure.ca.gov



Find resources to support your pursuit of contract opportunities with the state of California and *schedule a free virtual consultation.*

dgs.ca.gov/PD-SB-DVBE-Resources



Comprehensive virtual training that equips certified businesses to successfully navigate the state procurement process.

dgs.ca.gov/PD-SB-DVBE-Training



California Department of General Services » Office of Small Business and DVBE Services

707 Third Street, 1st Floor | West Sacramento, CA 95605 | www.dgs.ca.gov/PD-OSDS