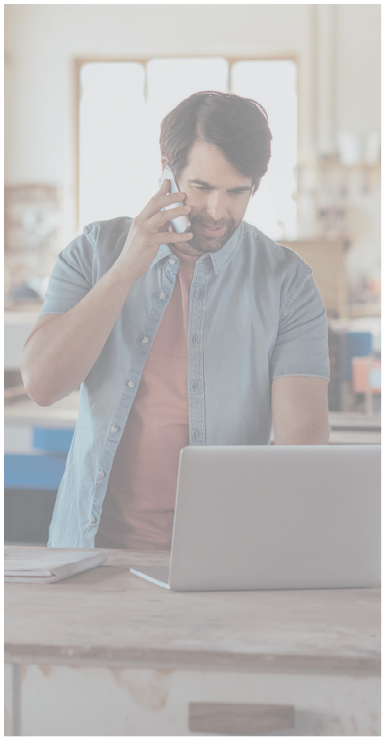


# HOW TO DO BUSINESS WITH CALIFORNIA GOVERNMENT

## A Road Map to State Contracting

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES



PD3B Rev.3 (1-2022)

# 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 |
| Access contract award(s) |
| Search for certified suppliers |
| Access Leveraged Procurement Agreements (LPAs) |
| View the State's Contracting and Procurement Registration System (SCPRS) data |
| Review past purchases of state departments to see who buys what you sell |

## For registration or other Cal eProcure system inquiries:

**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 $333,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

## 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 $15 million or less over the three most recent tax years
  ***or***
  a manufacturer with 100 or fewer employees (GARs not required)

**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**

## Microbusiness

An SB will automatically be designated as a microbusiness (MB) if the GARs are $5 million or less or the SB is a manufacturer with 25 or fewer employees.

## 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 $36 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:

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

# 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

**Find out what state departments are buying. View the Statewide SB/DVBE Procurement Data: www.dgs.ca.gov/PD-Dashboards**

## For general procurement inquiries:

**Department of General Services, Procurement Division**
eprocure@dgs.ca.gov | (916) 375-2000

# 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:

- Food Contracts
- Master Service Agreements
- Software Licensing Program
- State Price Schedules
- 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.

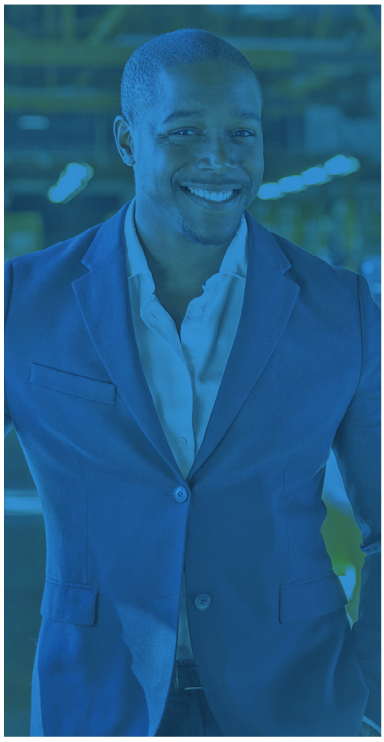
**For more Information about CMAS, go to: www.dgs.ca.gov/PD-CMAS**

## For CMAS inquiries:

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

## Tools & Resources

Go to ***www.dgs.ca.gov/PD-SB-DVBE-Resources*** for tools and resources to help you successfully pursue contract opportunities with state departments.



**Procurement Division » State of California » Department of General Services**

707 Third Street, 2nd Floor | West Sacramento, CA 95605 | www.dgs.ca.gov/pd