

CALIFORNIA DEPARTMENT OF GENERAL SERVICES



Office of Small Business  
and Disabled Veteran  
Business Enterprise Services

# How To Do Business With California State Government



*Our Mission is to Advocate, Promote, and Facilitate  
the Success of Businesses in the Southern  
California Region and its Trade Areas.*





***Our Goal is Simple...***

**To Expand Procurement  
Opportunities for SoCal  
Businesses!**



***The RHCC Champions Economic  
Development and Quality of Life  
for the Southern California Region  
by being the Voice of Businesses.***



*Today, we are proud to partner  
with **DGS***

*Office of Small Business and Disabled Veteran  
Business Enterprise Services.*

CALIFORNIA DEPARTMENT OF GENERAL SERVICES



Office of Small Business  
and Disabled Veteran  
Business Enterprise Services

CALIFORNIA DEPARTMENT OF GENERAL SERVICES



Office of Small Business  
and Disabled Veteran  
Business Enterprise Services

Instructor

**Mariela Medina**

*Bilingual Business Outreach Liaison*  
*Office of Small Business and DVBE Services*  
California Department of General Services

(279) 799-4366

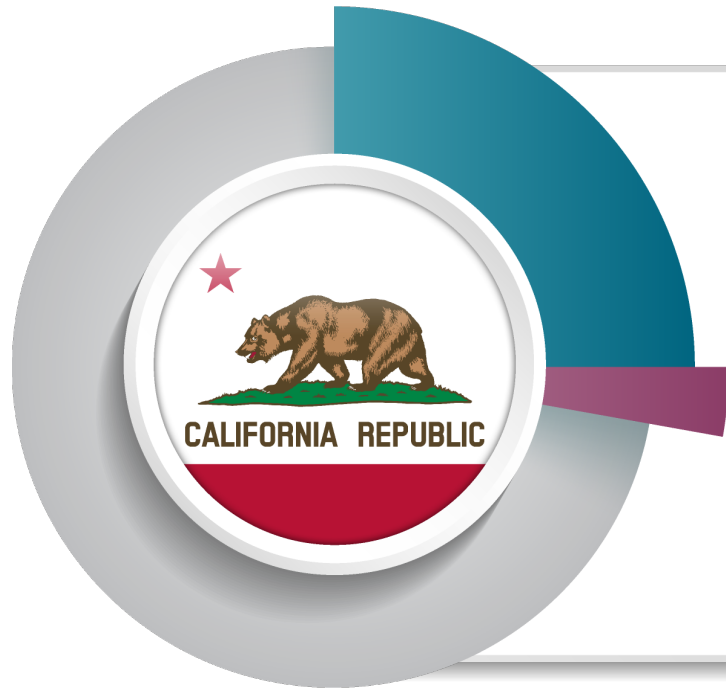
Mariela.Medina@dgs.ca.gov



# Overview

- ◆ Introduction to SB/DVBE Program
- ◆ Certification Eligibility
- ◆ Certification Benefits
- ◆ Cal eProcure
- ◆ Advocates
- ◆ Emergency Registry
- ◆ Commercially Useful Function





## STATEWIDE PARTICIPATION GOAL

---

Small  
Business

**(SB) 25%**

Disabled Veteran  
Business Enterprise

**(DVBE) 3%**





**\$3.3 Billion**

24.82% of all contract dollars

**SB** SMALL BUSINESS

**\$646 Million**

4.82% of all contract dollars

**DVBE** DISABLED VETERAN  
BUSINESS ENTERPRISE

2021-22 Fiscal Year



# State Certifications

- ❖ Small Business (SB)
- ❖ Small Business for the Purposes of Public Works (SB-PW)
- ❖ Disabled Veteran Business Enterprise (DVBE)



# Certification Benefits

- ◆ 5% bid preference for SBs
- ◆ Up to 5% incentive for DVBES
- ◆ Exclusive contract opportunities
- ◆ Prompt Payment
- ◆ Reciprocity Partners
- ◆ Working with prime contractors



# Small Business Eligibility Requirements

- ◆ Independently owned and operated
- ◆ Not dominant in field of operation
- ◆ Principal office located in California
- ◆ Owners (or officers for a corporation) domiciled in California
- ◆ 100 or fewer employees
- ◆ Gross Annual Receipts (GARs) less than \$16 million (with affiliates)
- ◆ \*If a manufacturer, 100 or fewer employees and no GARs cap







# Small Business – Public Works Eligibility Requirements

Same as SB requirements except...

- ❖ 200 or fewer employees
- ❖ Gross Annual Receipts (GARs) less than \$37 million (with affiliates)

# SB and SB-PW

- ◆ Get one certification, not both
- ◆ Same benefits
- ◆ SB-PW is *only* for public works
- ◆ SB is for everything, *including* public works







# DVBE Eligibility Requirements

- ❖ At least 10% service disabled
- ❖ Be at least 51% owned by disabled veterans (100% for LLCs)
- ❖ Veteran owner(s) must reside in California
- ❖ Managed and operated by disabled veterans
- ❖ Headquarters in US

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FAQs

QUESTIONS

ASK







# Cal *e*Procure

[caleprocure.ca.gov](http://caleprocure.ca.gov)





# Cal eProcure

- ◆ Register your business
  - ◆ Apply for Certification
  - ◆ Find solicitations and contracts
  - ◆ Receive solicitation notifications
  - ◆ Appear in searches by state buyers
  - ◆ Post ads seeking prime or subcontracting
  - ◆ Access public procurement information
  - ◆ Get training and resources
  - ◆ No cost
- 

# California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)


Search Bid Opportunities

 START SEARCH

## How do I...


### Sell to the State



Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR). 


### Get Certified



Learn about California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications. 


### Find Public Procurement Information



Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities. 

### Find Training and Resources



Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event. 

# Login

User ID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the [Cal eProcure website](#) for information about such procurements. By logging in I agree to comply with [System Use and Privacy Policy of the Financial Information System for California](#).

[Login](#)

[New Bidder Registration](#)

[Existing Supplier Registration](#)

[I forgot my password](#)





# Supplier Diversity Information

- ◆ Ethnicity, Race, gender, sexual orientation
- ◆ Voluntary
- ◆ Change or remove any time
- ◆ No contracting preference
- ◆ Displayed on certification profile
- ◆ [www.dgs.ca.gov/PD-Supplier-Diversity-Program](http://www.dgs.ca.gov/PD-Supplier-Diversity-Program)

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[START SEARCH](#)

## Welcome to your WorkCenter

Manage your account, certifications, and bid activity

User ID  
TEST7

Bidder/Supplier ID  
BID0056770

[Show Less](#)

### Certifications

Cert. ID 2008705

LOUISE KURASHIGE

Outreach Test Co  
OSDSHELP@DGS.CA.GOV  
916/375-4940

[Edit Bidder Account](#)

No Certification Record

[Get Started](#)

[View My Public Certification Profile](#) [Manage Certification](#)

### My Account

[Edit Account](#)

[Manage Notification Profile](#)

[Manage Diversity Information](#)

### Certification

☒ [Apply For Certification](#)

[View My Public Certification Profile](#)

# SB/DVBE Certification

## California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs

### Get Certified

[How to certify your business on Cal eProcure](#) (video instructions)

Before you begin...

- 1 Read the eligibility requirements for the [Small Business](#) and [DVBE](#) certifications
- 2 Be prepared to add [Keywords](#) and [UNSPSCs](#) in the application
- 3 Be prepared to upload the following documents (other documents may be required based on your business structure):
  - Complete Federal Tax returns (last 3 years or the number of years the firm has been in business, if less than three) for applicant firm and affiliate(s) which includes all pages, forms, schedules and statements.
  - IRS verification of your business's TIN (tax identification number)
  - Quarterly Contribution Return & Report of Wages – Continuation (Form DE 9C) for business and affiliates for the four most recently completed quarters, if the firm has employees
  - Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (DVBE only)
  - For a full list of required documents:
    - o [Small Business Document Requirements](#)
    - o [DVBE Document Requirements](#)

GET CERTIFIED (APPLY OR REAPPLY)

### Benefits of Certification

- Inclusion in the state's goal to spend 25 percent of all contract dollars with Small Businesses and 3 percent with DVBEs



## Keywords and UNSPSCs

- ◆ Describe goods and services
- ◆ Allows buyers to find businesses
- ◆ Used for Cal eProcure system notifications
- ◆ Can edit at any time





# United Nations Standard Products and Services Codes

- “United Nations Standard Products and Services Code”
- Eight-digit number and a written description
- Identifies a good or service *not* an industry



# UNSPSC Example

Hierarchy	Code	Description
Level 1	14000000	Paper Materials and products
Level 2	14110000	Paper materials and products – Paper products
Level 3	14111500	Paper materials and products – Paper products – Business use print & writing paper
Level 4	14111507	Paper materials and products – Paper products – Business use printing & writing paper – printer or copier paper

# Selecting UNSPSCs

- Search in Cal eProcure Registration and Certification
- Search on DGS website *not* UNSPSC website
- Find codes through the hierarchy
- Use relevant codes from any level
- Copy codes from competitors





# Keywords

- ◆ Keywords describe a good or service, such as *concrete*, *environmental*, or *legal*
- ◆ Buyers can find your business through keyword searches
- ◆ **You** pick the keywords



# Keyword Tips

- ◆ Individual words, not sentences
- ◆ Singular *and* plural
- ◆ Common words *and* technical jargon
- ◆ Broad words *and* specific words
- ◆ Use synonyms (garbage, trash, waste, etc.)
- ◆ Multi-word keywords as appropriate (Information Technology)
- ◆ Copy keywords from competitors



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FAQs

QUESTIONS

ASK





# Find Contract Opportunities

- California State Contracts Register (CSCR)



# California State Contract Register (CSCR)

- ◆ Publicly advertised competitive solicitations
- ◆ Bid Solicitations are available to qualifying businesses



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[Show Less](#)

### LOUISE KURASHIGE

Outreach Test Co  
OSDSHELP@DGS.CA.GOV  
916/375-4940

[Edit Bidder Account](#)

### Certifications

Cert. ID 2008705

Certification Type	Application Date	Status	From	To
DVBE	2021-02-16	Approved	2021-12-27	2023-12-31
SB-PW	2021-02-16	Approved	2021-12-27	2023-12-31
SB(Micro)	2018-01-02	Cancelled		
SB(Micro)	2018-01-02	Cancelled		

[View My Public Certification Profile](#) [Manage Certification](#)

### My Account

[Edit Account](#)

[Manage Notification Profile](#)

[Manage Diversity Information](#)

### Certification

[Manage Certification](#)

[View My Public Certification Profile](#)

# Event Search

## California State Contracts Register

Event Name

Event ID

Department

Event Status

[Clear Criteria](#)[Advanced Search Criteria](#)[Search](#)

Use Saved Search

[Manage Saved Searches](#)[Save Search Criteria](#)

EVENTS

Showing Results 1-11 of 11

[Download](#)

## California State Contracts Register

Event Name

water

Event ID

Department

Event Status

Posted

Start Date From



End Date From



Through



Through



Enter date in the format mm/dd/yyyy

Enter date in the format mm/dd/yyyy

Item Description

water

### UNSPSC codes



Category

Description



+ Add a new UNSPSC code

### Service Areas



Service Area ID

County



+ Add New Service Area

### Contractor License Type



Contractor License Type

Description



+ Add New Contractor License Type



 Download

Event ID	Event Name	Department Name	End Date	Status
0000019441	Mammography, Bone Density and Relief Radiology Technician Services PR219008	Dept of Developmental Services	05/10/2021 11:30AM PDT	Posted
0000019215	Grower Liaison for San Bernardino County	Dept of Food & Agriculture	05/10/2021 12:00PM PDT	Posted
0000019435	CHP GOLD RUN AREA OFFICE SHOP CLOTHING SERVICES	Dept of the CA Highway Patrol	05/10/2021 1:15PM PDT	Posted
0000019390	19-27788.FMD.EEC Window Repair/Replacement	Department of General Services	05/10/2021 2:00PM PDT	Posted
0000019214	Grower Liaison for Southern Ventura County	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000018359	20-41049-000 CA Memorial Project	Department of State Hospitals	05/10/2021 2:00PM PDT	Posted
0000019211	Grower Liaison for Fresno and Madera Counties, RFP 21-0001	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000019212	Grower Liaison for Northern Tulare County, RFP 21-0002	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted

# Event Details

Event : 05-0L7214



## Remove & construct concrete bridge, concrete slab, bridge rail & HMA.

### Details

Event ID

05-0L7214

Dept:

Department of Transportation

Format/Type:

Sell Event / RFx

Event Version

1

Published Date

12/28/2020 12:00AM PST

Event End Date:

02/17/2021 2:00PM PST

Description:

05-SLO-1-32.6 \*\*\* SAN LUIS OBISPO COUNTY IN MORRO BAY AT TORO CREEK BRIDGE

[View Event Package](#)

[Post Vendor Ads](#)

[View Vendor Ads](#)

### Contact Information

Maxwell Maurer

Phone: 916/227-8224

Email: [maxwell.maurer@dot.ca.gov](mailto:maxwell.maurer@dot.ca.gov)

### Pre Bid Conference (N/A)

Pre Bid Conference: Non Mandatory

Date:

Time:

Location:

Comments:

### UNSPSC Codes

UNSPSC Classification

UNSPSC Classification Description

72141000

Highway and road construction services

### Contractor License Type

Contractor License Type

Description

A

General Engineering Contractor

C-08

Concrete Contractor

C-12

Earthwork and Paving Contractors

D-09

Drilling, Blasting and Oil Field Work

### Service Area

Area ID

County

040

San Luis Obispo



# Research Past Purchases

- ◆ State Contract and Procurement Registration System (SCPRS)



# SCPRS

- ◆ Database of state purchasing
- ◆ Includes state and non-state dollars
- ◆ Public-facing
- ◆ Use to conduct market research



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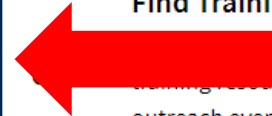
### **Find Public Procurement Information**



Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities.



### **Find Training and Resources**



Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.



# Public Procurement Information

Find out more about public purchasing and state agency resources

## Search For...

- Bid opportunities in the [California State Contracts Register \(CSCR\)](#)
- Past purchases in the [State Contracting and Procurement Registration System \(SCPRS\)](#)
- Procurement data in the [Statewide Procurement Data Dashboards](#)
- [State Contracts / Leveraged Procurement Agreements \(LPAs\)](#)
- [California certified Small Businesses \(SB\) and Disabled Veteran Business Enterprises \(DVBE\)](#)
- [Progress Payments - View progress payments on Public Works projects](#)
- [FI\\$Cal Purchase Order Payment History](#) [[Instructional Video \(2 Mins\)](#)] [["How To" Job Aid](#)]



## State Agency Resources

- Learn about state procurement from the [Department of General Services, Procurement Division](#)
- [State Contracting Manuals](#)
- [Buying Green - Environmentally Preferable Purchasing \(EPP\)](#)
- [List of State Agencies with Approved Purchasing Authority](#)
- [California Procurement and Contracting Academy \(CalPCA\)](#)



## FI\$Cal SCPRS Search

The State Contract & Procurement Registration System (SCPRS) tracks overall total contracting dollars and contracts procured by the State of California. The SCPRS data provided is available for informational purposes only. Please contact the awarding department with questions.

System will NOT complete download action without the selection of a single search parameter (e.g., Date, BU, Acquisition Method...) Please be sure to have selected AT LEAST 1 parameter for download execution to complete.

### Search Parameters ?

Department:	<input type="text"/>	Description:	<input type="text" value="Construction"/>
Purchase Document #:	<input type="text"/>	Acquisition Type:	<input type="text"/>
Supplier ID:	<input type="text"/>	Acquisition Method:	<input type="text"/>
Supplier Name:	<input type="text"/>		
<div>Transaction Start Date ? From Date: <input type="text"/> To Date: <input type="text"/></div>			
<div><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Advanced Search Criteria</a></div>			

[Download Search Results](#) ?[Download Detail Information](#) ?\*Sort With: \*Sort Order: 

1 to 200 of 23977



### Search Results

Department Name	Purchase Document #	Associated POs	First Item Title	Start Date	End Date	Grand Total	Supplier ID	Supplier Name
Dept of Corrections & Rehab	<a href="#">C5609279</a>		Construction Waste Collection, Removal and Disposal Services	07/01/2020	06/30/2023	\$75,780.00	0000016908	MID STATI RECYCLIN
Department of Motor Vehicles	<a href="#">TA-19280</a>		Autodesk Revit Architecture Engineering Construction Collection IC Government Multi-User Annual Subscription Renewal. Term: 6/20/20 - 6/19/21	06/20/2020	06/19/2021	\$4,237.00	0000028156	BRIDGE M
Dept. Forestry & Fire Protectn	<a href="#">0000149274</a>		2X4X8' STD & BTR DF	06/02/2020	N/A	\$740.71	0000025251	SCARBOF BLDG SUF
Department of Transportation	<a href="#">CPO-032000001340</a>		Seive 8" Brass with backing cloth:Seive needed for materials testing. Benefits the state by having accurate testing of construction materials.	05/31/2020	05/31/2020	\$282.21	0000085889	GILSON C
Department of Transportation	<a href="#">CPO-032000001347</a>		Cable television services:Benefit to the State, satellite television service needed for summer operations personnel staying on site for the construction season. Purchaser, Joe Lujetic. Commodities, are satellite television se	05/31/2020	05/31/2020	\$198.85	0000002586	DISH NET
Department of Transportation	<a href="#">CPO-032010001585</a>		Plumbing system maintenance or repair:Repair urinal and toilet The reason for this purchase is to provide essential office/business function. These products involve necessary facilities for construction employees. Benefit to the state -	05/31/2020	05/31/2020	\$1,447.88	0000029020	FLETCHER CONTRAC
Department of Transportation	<a href="#">CPO-072000000957</a>		Disinfecting Wipes:	05/31/2020	05/31/2020	\$994.50	0000004906	LOWMARI
Department of Transportation	<a href="#">CPO-072000000953</a>		Purell Refill:	05/31/2020	05/31/2020	\$1,707.51	0000000111	GARZA IN
Department of Transportation	<a href="#">CPO-062000001589</a>		Lab Needs for D05 Lab:120.1000 Auto Rice testing and control system The reason for this purchase is to buy testing equipment to improve quality testing of highway materials used in construction of highways. State will	05/31/2020	05/31/2020	\$7,131.94	0000053202	INSTROTI
Department of	<a href="#">CPO-062000001588</a>		Material testing items for D05 District lab:49DN83- Platform truck with 2500 pound capacity The reason for this purchase is to test HMA	05/31/2020	05/31/2020	\$1,702.04	0000005196	WW GRAI

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FAQs

QUESTIONS

ASK



# Advocates

- ◆ State employee
- ◆ Work in purchasing/procurement
- ◆ Manager, analyst, etc.
- ◆ Required for departments that spend at least \$100,000/year







# Advocates

## Roles and Responsibilities

- ◆ Help certified business contract with their department
- ◆ Assist businesses with prompt payment
- ◆ Help buyers use certified businesses
- ◆ Seek out new certified businesses



# Contact an Advocate

## Business information to have

- Contact Information  
(name, company name, etc.)
- Certification ID number
- What you do
- **Capability Statement**

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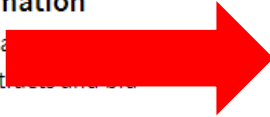
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# Training and Resources

Learn how to pursue contract opportunities with California state government

## Getting Started

- [How to do Business with California State Government - an Overview of State Contracting for Small Businesses \(SB\)](#)
- [Como Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Pequeñas Empresas \(SB\)](#)
- [How to do Business with California State Government - an Overview of State Contracting for Disabled Veteran Business Enterprises \(DVBE\)](#)
- [Cómo Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Empresas de Venteranos Discapacitados \(DVBE\)](#)
- [Commercially Useful Function \(video\)](#)

## Next Steps

- [I'm Certified, Now What? – take next steps to contract with the state \(English\)](#)
- [Pasos a Seguir Despues de Recibir Certificacion \(Español\)](#)

## Don't Miss Contract Opportunities

- [Learn how to access bid solicitations and place ads \(video\)](#)
- [Learn how to receive notifications for bid solicitations \(video\)](#)
- [Learn how to update your certification profile \(video\)](#)
- [Overview of keywords and UNSPSCs \(video\)](#)

## Inside State Contracting

- [Learn about public competitive bidding \(video\)](#)
- [Learn about acquisition methods](#)
- [Learn about the SB/DVBE Emergency Registry](#)

## Research and Marketing

- [Learn how to market your business \(video\)](#)
- [Contact a small business and DVBE advocate](#)



## Resources to Grow Your Business

- [Leverage your state certifications for local contract opportunities](#)

HOME » PROCUREMENT DIVISION » RESOURCES » SB, DVBE ADVOCATE DIRECTORY

# Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) Advocate Directory

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

## CONTACT

### Office of Small Business and DVBE Services

Department of General Services

707 Third Street  
West Sacramento, CA 95605  
[advocate@dgs.ca.gov](mailto:advocate@dgs.ca.gov)

## DOWNLOAD THE ADVOCATE DIRECTORY

The linked directory above lists the name and contact information of every advocate in the state's departments and agencies.

Almost every agency and department in the state of California has a small business (SB) and disabled veteran business enterprise (DVBE) advocate. The SB/DVBE Advocate is here to help SBs and DVBEs pursue contract opportunities with the department they work for. They work closely with the buyers in their department to include SBs and DVBEs in state procurement.

	A	B	C	D
1	DEPARTMENT (Highlighted departments have a SB/DVBE First policy)	UNIT/OFFICE/LOCATION	CONSTRUCTION	NAME
2	Administrative Law, Office of	Executive Office		Belinda Lindstrom
3	Agricultural & Labor Relations Board			Jan Shores
4	Air Resources Board			Erilk Quady
5	Aging, Dept of	Contracts and Business Services		Kelli Kemper
6	Alcoholic Beverage Control, Dept. of			Patty Nelson
7	Arts Council, CA	Administration		Ayanna Kiburi
8	CA Dept. of Tax and Free Administration	Acquisition Branch		Matt Freeman
9	Board of Equalization	Acquisition Branch		Lina Lopez
10	Board of Equalization	Acquisition Branch		Bruce Catalano
11	Business Oversight, Dept. of	Business Operations Section		Hyunmee Peters
12	Business, Consumer Services & Housing Agency			Gladys Lopez
13	CA African American Museum	Fiscal Department		Marchell Miller
14	CA Coastal Commission	Business Services		Owen Omphua
15	CA Commission on Disability Access			Angela Jemmott
16	CA Conservation Corps	Business Services		Jennifer Reed-Sanguayo
17	CA Dept. of Human Resources			Marcos Hernandez
18	CA Dept. of Technology - This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Dan Lautaret
19	CA Dept. of Technology - This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Marisa Duarte-Lott
20	CA Governor's Office of Emergency Services	Procurement		Flora Karami
21	CA Exposition & State Fair			Candice Myers
22	CA Health Benefit Exchange	Business Services/Procurement		David A. Hovey
23	CA High-Speed Rail Authority		X	Alice Rodriguez
24	CA Highway Patrol - This department has an SB/DVBE First Policy	Business Services	X	Tracy Bowen
25	CA Horse Racing Board	Business Services		Daniel Zamora
26	CA Lottery Commission	Contract and Procurement Services		David Pena
27	CA Maritime Academy	Contract Services and Procurement		Lorrie Dineen-Thackeray
28	CA Natural Resources Agency	Administration and Finance		Vickie Key
29	CA Prison Industry Authority (CalPIA)	Business Services/Contracts Unit	X	Jamie Halford
30	CA Public Utilities Commission - This department has an SB/DVBE First Policy	Executive Division		Bezawit Dilgassa
31	CA Science Center			Abigail Menchaca
32	CA Senior Legislature			Janice Bailey
33	CA State Independent Living Council	Headquarters		Danielle Hess
34	CA State Library	Business Services		Timothy Burkhart
35	CA State Polytechnic University	Pomona	X	Duane Johnson
36	CA State University	Bakersfield	X	Kathryn Villa
37	CA State University	Chico	X	Duane McCune
38	CA State University	Dominguez Hills	X	Emmit Williams
39	CA State University	East Bay	X	Jon Medwin



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FAQs

QUESTIONS

ASK





# SB/DVBE Emergency Registry

- ❖ Separate from Cal eProcure
- ❖ List of state certified businesses
- ❖ Used by state department buyers
- ❖ Predetermined categories of goods and services
- ❖ Businesses must be ready for emergency contract work



# Emergency Registry Categories

- ◆ Base camp operations
- ◆ Debris removal
- ◆ Facilities maintenance/repair
- ◆ Fire protection
- ◆ Information technology
- ◆ Logistics/Transportation
- ◆ Medical
- ◆ Roadway maintenance
- ◆ Traffic control
- ◆ And more!





# SB/DVBE Emergency Registry

## **To register you will need:**

- ◆➤ Certification number
- ◆➤ Emergency categories
- ◆➤ Description of products/services
- ◆➤ Business address
- ◆➤ Contact information – both primary and emergency (after hours)

# California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)


Search Bid Opportunities

 [START SEARCH](#)

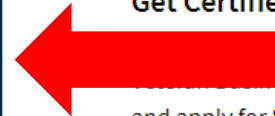
## How do I...


### **Sell to the State**



Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR). 


### **Get Certified**



Register in California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications. 


### **Find Public Procurement Information**



Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities. 

### **Find Training and Resources**



Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event. 

# Sell to the State

## Register in Cal eProcure

Registering your business allows your company to:

- Subscribe to receive bid opportunity notices based on United Nations Standard Products and Services Code ([UNSPSC](#))
- Receive and access your bid opportunity invitations
- Post prime and subcontracting advertisements on bid opportunities
- View your Purchase Order information
- View your Progress Payment status
- Apply and manage California Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certifications ([learn more](#))

[Learn how to register](#) (video instructions)

REGISTER NOW

## Find Bid Opportunities

Bid opportunities are posted in the California State Contracts Register (CSCR).

FIND BID OPPORTUNITIES

## SB/DVBE Emergency Contracting

If you are a certified business capable of providing goods and services to the state during an emergency, learn more about the [SB/DVBE Emergency Registry](#).

## Additional Resources



# Commercially Useful Function (CUF)

You perform CUF if your business is:

- Executing a distinct element of the work
- Performing, managing, or supervising the work
- Performing work that is normal for the firm's business services and functions
- Negotiating price, determining quality and quantity, ordering, installing and making payment
- Not subcontracting a portion of the work greater than expected by industry practices





# Commercially Useful Function

- ❖ Being used as a passthrough to obtain the appearance of SB/DVBE participation
- ❖ Not being used to perform the work as stipulated in the bid
- ❖ No longer used to provide goods/services listed in the initial bid response

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FAQs

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# Resources

## **Small Business Development Centers (new businesses)**

- ◆ Business consulting, planning, marketing and access to capital

## **Apex Accelerators (established businesses)**

- ◆ Government contracting

## **SCORE (newer businesses)**

- ◆ Business mentorship



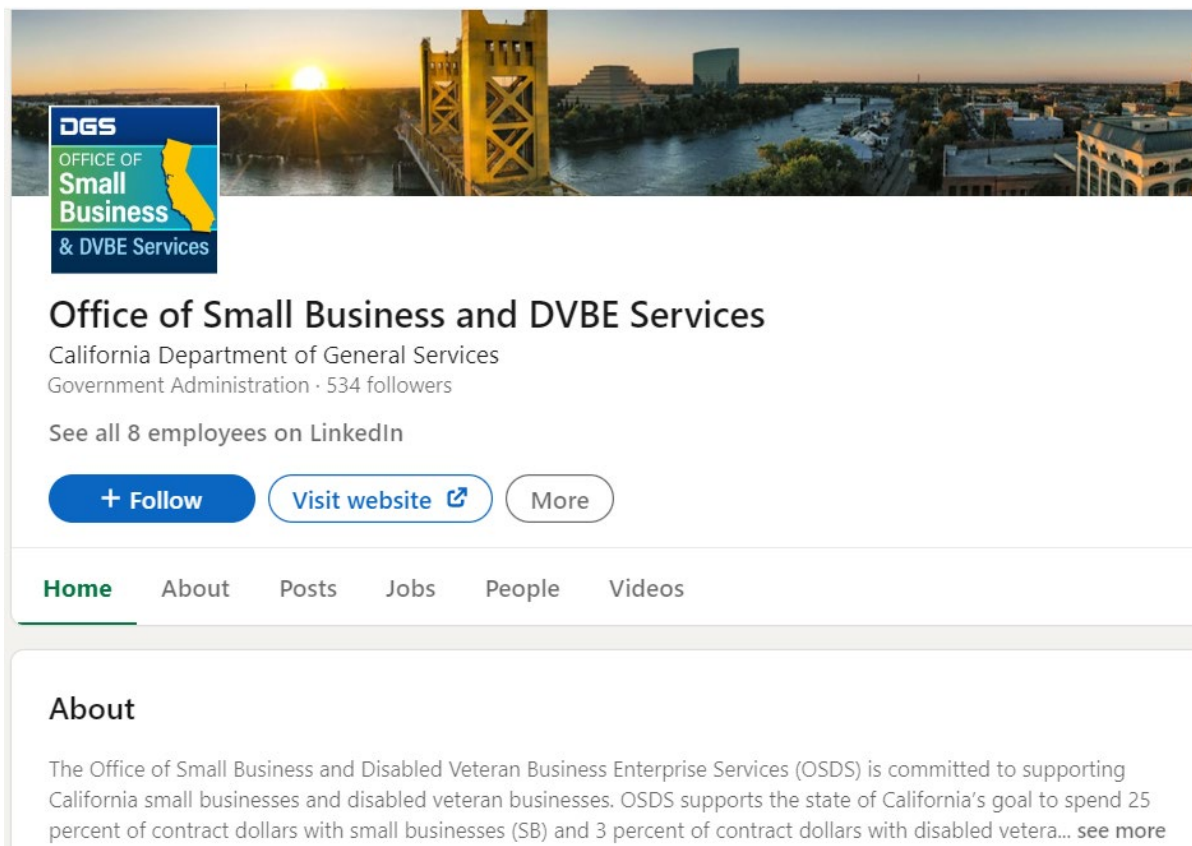
# Review

- ◆ Introduction to SB/DVBE Program
- ◆ Certification Eligibility
- ◆ Certification Benefits
- ◆ Cal eProcure
- ◆ Advocates
- ◆ Emergency Registry
- ◆ Commercially Useful Function



# Stay Updated on LinkedIn

Follow us at [linkedin.com/company/dgs-osds](https://linkedin.com/company/dgs-osds)



The image is a screenshot of a LinkedIn company profile. At the top is a banner image showing a bridge over a river at sunset. Below the banner is the company logo, which includes the text 'DGS OFFICE OF Small Business & DVBE Services' next to a map of California. The company name 'Office of Small Business and DVBE Services' is displayed in bold, followed by 'California Department of General Services' and 'Government Administration · 534 followers'. A link to 'See all 8 employees on LinkedIn' is present. Below this are three buttons: '+ Follow', 'Visit website' with an external link icon, and 'More'. A navigation bar shows 'Home' as the selected tab, with other options being 'About', 'Posts', 'Jobs', 'People', and 'Videos'. The 'About' section is expanded, showing a paragraph about the office's mission to support small and disabled veteran businesses in California, with a 'see more' link at the end.

**DGS**  
OFFICE OF  
Small Business  
& DVBE Services

**Office of Small Business and DVBE Services**  
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+ Follow Visit website More

Home About Posts Jobs People Videos

**About**

The Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is committed to supporting California small businesses and disabled veteran businesses. OSDS supports the state of California's goal to spend 25 percent of contract dollars with small businesses (SB) and 3 percent of contract dollars with disabled vetera... [see more](#)





# Schedule a Consultation

- Introduction to state contracting
- Cal eProcure registration and certification
- Update Cal eProcure profiles
- Find contract opportunities



*Thank You  
for Participating*





CALIFORNIA DEPARTMENT OF GENERAL SERVICES



Office of Small Business  
and Disabled Veteran  
Business Enterprise Services

Instructor

**Mariela Medina**

*Bilingual Business Outreach Liaison*  
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