Department of GENERAL SERVICES PROCUREMENT DIVISION



CALIFORNIA DEPARTMENT OF GENERAL SERVICES • PROCUREMENT DIVISION

How to do Business with California State Government

Outreach Liaison Department of General Services Procurement Division Communication and Outreach Branch 707 3rd Street West Sacramento, CA 95605

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State's SB/DVBE Goals

- Requires state agencies to award at least 25% of their annual contracting dollars to certified Small Business
- MVC Section 999 requires agencies to award at least 3% to certified Disabled Veteran Business Enterprises (DVBE)



Small Business Eligibility Requirements

- To be eligible for SB certification, the business must meet the following criteria:
 - Must be independently owned and operated;
 - Cannot be dominant in the field of operation;
 - Must have its principal office located in California;



Small Business Eligibility Requirements

- The business must also:
 - Have its owners (or officers in the case of a corporation) domiciled in California;
 - And, together with the affiliates, be either:
 - a business with 100 or fewer employees, and have an average annual gross receipts of \$14 million or less over the previous 3 tax years, or
 - a manufacturer with 100 or fewer employees

DVBE Definition

 For DVBE certification purposes, a "disabled veteran" is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as certified by the United States Department of Veteran Affairs and must be domiciled in the State of California.



DVBE Eligibility Requirements

- Most DVBEs can also be certified SBs
- To be eligible for DVBE certification, the business must meet the following criteria:
 - Be at least 51% owned by one or more disabled veterans (defined on next slide)
 - Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans



DVBE Eligibility Requirements

- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- The home office must be located in the United States. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business.

DVBE Eligibility Requirements

- More information can be found at:
 - www.pd.dgs.ca.gov/smbus
 - or by calling (916) 375-4940

Benefits of Certification

- Increases opportunities for the SB & DVBE community and stimulates the economy
- Levels the playing field when competing for state contracts & purchases
- 5% Bid Preference for Small Business
 - The State may offer up to a 5% incentive to DVBE's in the formal bid process

Benefits of Certification

- As a California certified SB/DVBE, your firm is added to the Department of General Services' certified firm database
- State agencies use this database to find suppliers

SB/DVBE Option

- Certified SB or DVBE
- Goods, Services, & IT goods and services -\$5,000.01 to \$249,999.99
- Public Works \$5,000.01 to \$270,000.00
- At least two price quotes (2 SBs or 2 DVBEs)
- Market your company to state agencies (see Step 5)
- Authorized by Govt Code 14838.5

SB/DVBE First Policy

- Certified SB or DVBE
- Goods, Services, & IT goods and services -\$0.00 to \$249,999.99
- Public Works \$0.00 to \$270,000.00
- At least two price quotes (2 SBs or 2 DVBEs)
- DGS, FTB, Cal Vet, Military Department, Department of Public Health, and DCA have First Policy in place



How to do Business with the State of California

A FIVE-STEP PROCESS



What is eProcurement?

eProcurement's goal is to provide suppliers with a more streamlined and efficient approach to doing business with the State of California

Benefits

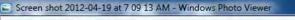
- Consolidation: Apply for SB/DVBE certification, respond to solicitations & more
- Accessibility: Wherever you have Internet access
- Transparency: View public information regarding procurement & contracting activities



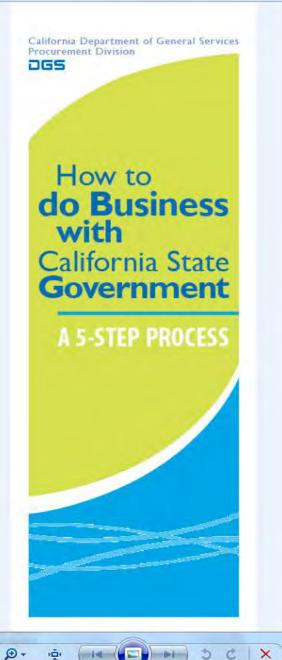
STEP 1-Register with BidSync

- Get Registered at BidSync
 - Go to <u>www.eprocure.dgs.ca.gov</u>
 - Choose a user name and password
 - After a confirmation email, return and complete your registration with California
 - Choose your UNSPSC codes and keywords
 - No cost for California Users

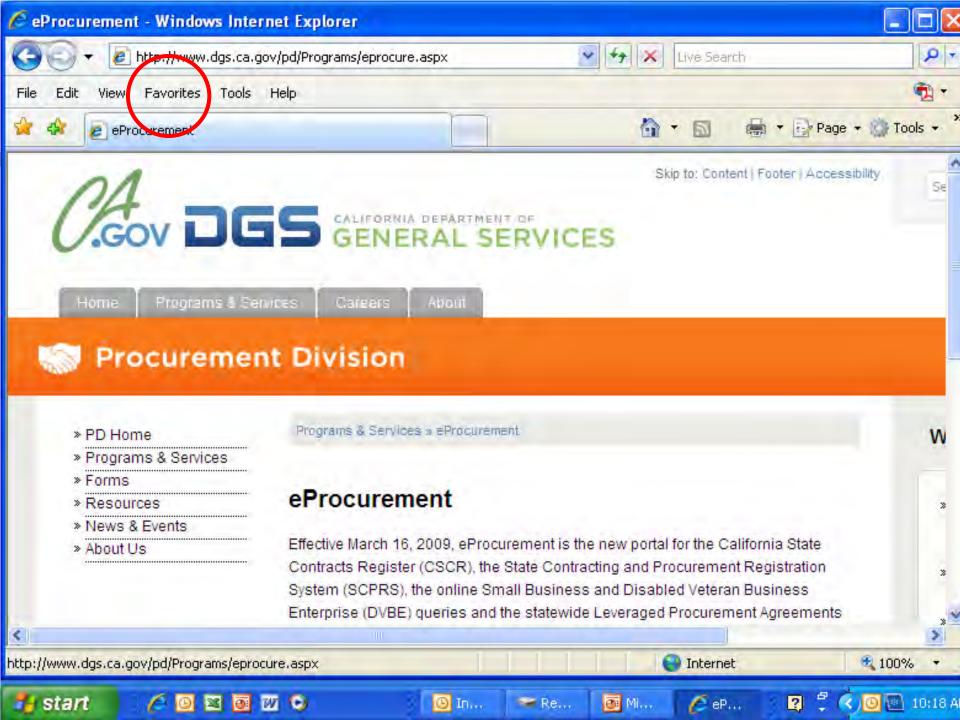


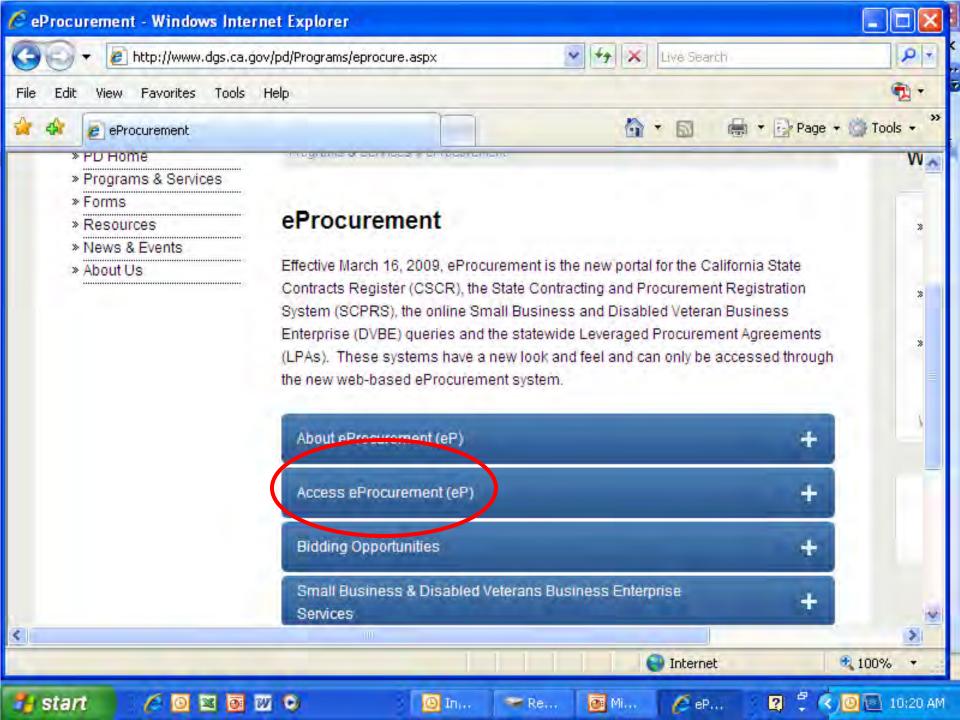


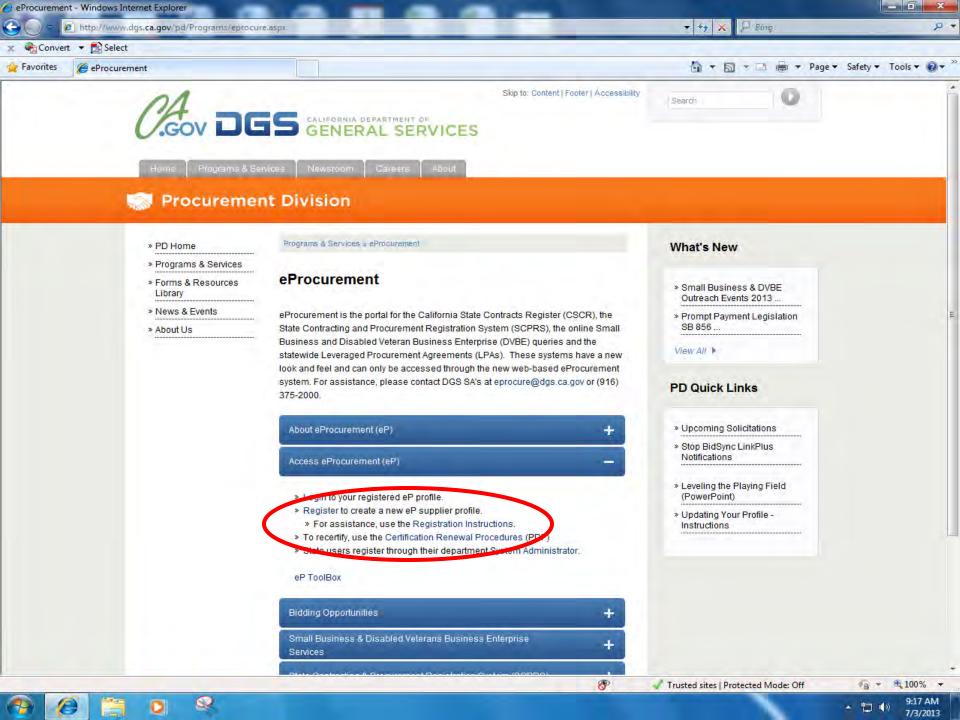
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eProcurement registration instructions —how to get started for FREE!

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Register to do business with the State*

Step 1: Log on to www.eprocure.dgs.ca.gov—In the Access eProcurement (eP) box click on Register to create a new eP supplier profile.

Step 2: Your Information—Enter your Main Contact and Company Information, including Time Zone. Create your User Name and Password. Write these down and keep them in a secure location. Click Next Step. (Do not enter DUNS, FEIN, SSN.)

Step 3: Goods and Services—Select your Primary Industry and select at least three keywords. A screen will appear on the right side of the page. Check the appropriate keywords. Click Search. Click Done Reviewing. Select the appropriate NIGP codes and Save. Under Where do you do business select California Only. UNCHECK Include BidSync Links PLUS Bids (Recommended) — this is BidSync's fee-based service. Click Next Step.

Step 4: Supplier Registration Complete — Congratulations, you have successfully registered with Bidsync. You will receive an email within one business day informing you that your account has been activated. Or you may call BidSync Support at 1-800-990-9339 to activate your account immediately.

* Note: The DGS eProcurement website is hosted by BidSync which also maintains a fee paying site called BidSync Links PLUS. You do not have to sign on to BidSync Links PLUS to view contracting opportunities with the State of California.

(See other side for further information.)

www.eprocure.dgs.ca.gov

California Department of General Services • Procurement Division 707 Third Street, 2nd Hoor • West Sacramento, CA 95605 7/13

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Registration Complete for BidSync (Part 1)

- Activate IMMEDIATELY if so desired (by phone, during normal operating hours)
- Receive E-mail confirmation no later than 1 business day





www.eprocure.dgs.ca.gov

Welcome to BidSync/ Your FREE account is now active. Please go to www.please.com and login using the username and password you created. You will need to accept the terms and conditions and review your "Account Profile Setup". This should only take a few minutes.

IMPORTANT. Please review the following sections of the Account Profile Sec.p. Pay extra attention to the Classification section to ensure that you receive all relevant oid notifications.

- Regions (areas in which you do business)
- Classifications (codes that describe your products and/or services)
- Notification Types (how you would like to be notified of bid opportunities; faxiemail)
- Agency Types (the type of agencies you are most interested in doing business with

Your username is signaride arroll com

If you cannot remember your password, please click on the following link: http://www.bidtync.com/DIPX?ac=opinexception&src=dpx&pwdhint=y

All of the information that you submitted during registration including your username and password can be edited under the "Tools" tab in your account. You must be logged in to view this tab.

If you need assistance with your account or have questions about the functionality of our system please contact Vendor Support at 1-900-990-9339. Monday through Enday during normal business hours.

Cordially.

Vendor Support 1-800-990-9339 Fandor upport Tobre year oral BIDSYNC

To complete California Profile (Part 2)

- Go to <u>www.eprocure.dgs.ca.gov</u> and log in to your eP profile
- Finalize California Profile

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Share

Complete the California Profile and get Certified with the State of California:

Step 1: Log on to www.eprocure.dgs.ca.gov—In the Access eProcurement (eP) box, dick Login. Enter your user name and password.

Step 2: Accept the BidSync User Agreement.

Step 3: Click My account.

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Step 4: Under Profile Setup, Regions, click Edit and verify that California is the only state checked. Click the "+" symbol to the left of California and select the counties in which you want to do business. Click Save

Step 5: Under Profile Setup, Notifications, click Edit and change "Send me exclusive special offers and promotions" to Never.

Step 6: Under Profile Setup, Agency, click Edit and deselect everything except State.

Step 7: Under Optional Profile Setup, UNSPSC Classifications, click Edit and enter a keyword in the first box and click Search. Search results appear in the section below. Check as many UNSPSC dassifications that apply and save at bottom.

Step 8: Under Company Keyword Search Terms, click Edit and verify your keywords. Click Confirm.

Step 9: At the bottom of Account Profile Page, under Agency Profile Registrations, click The State of California.

Step 10: Under Profile Information, dick Edit for Identification Number. Enter either your social security number or your Federal Employer Identification Number (FEIN). Do NOT use hyphens.

Step 11: Under Profile Information, click Edit for The State of California Use Policy and enter your password and Accept.

Step 12: Under Registration Status, click Submit Registration. (You should get Registered in your status block.

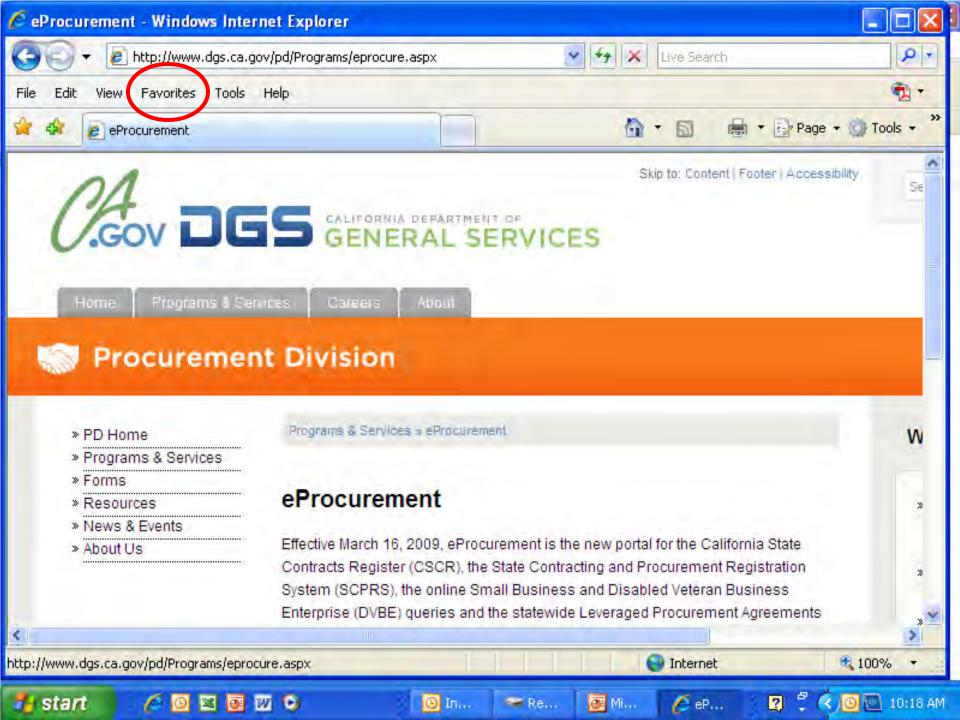
Step 13: Under Certifications, click Register your business. This takes you to the on-line application for California Small Business and DVBE certification.

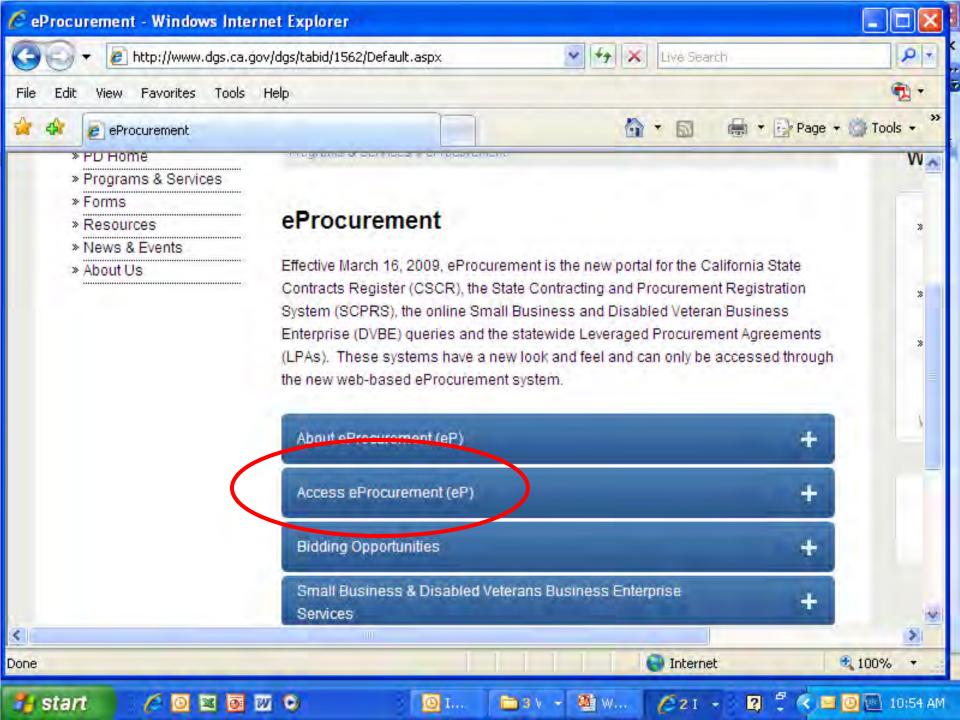
Gather these documents, then follow the application process:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Member/Manager and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- Keywords (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)

(If you have questions concerning the on-line application, contact the SB/DVBE Certification Office at 916-375-4940)

www.eprocure.dgs.ca.gov





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Programs & Services » eProcurement

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

Access eProcurement (eP)

About eProcurement (eP)

- » Login to your registered eP profile.
- » Register to create a new eP supplier profile.
- » For assistance, use the Registration Instructions.
- » To recertify, use the Certification Renewal Procedures (PDF)
- » State users register through their department System Administrator.

eP ToolBox

Bidding Opportunities	+
Small Business & Disabled Veterans Business Enterprise Services	+
State Contracting & Procurement Registration System (SCPRS)	+
View Statewide Contracts	+
eProcurement Resources	+

PD Quick Links

» Small Business & DVBE

Outreach Events 2013 ...

» Prompt Payment Legislation

What's New

SB 856 ..

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- » Upcoming Solicitations
- Stop BidSync LinkPlus Notifications
- » Leveling the Playing Field (PowerPoint)
- » Updating Your Profile -Instructions

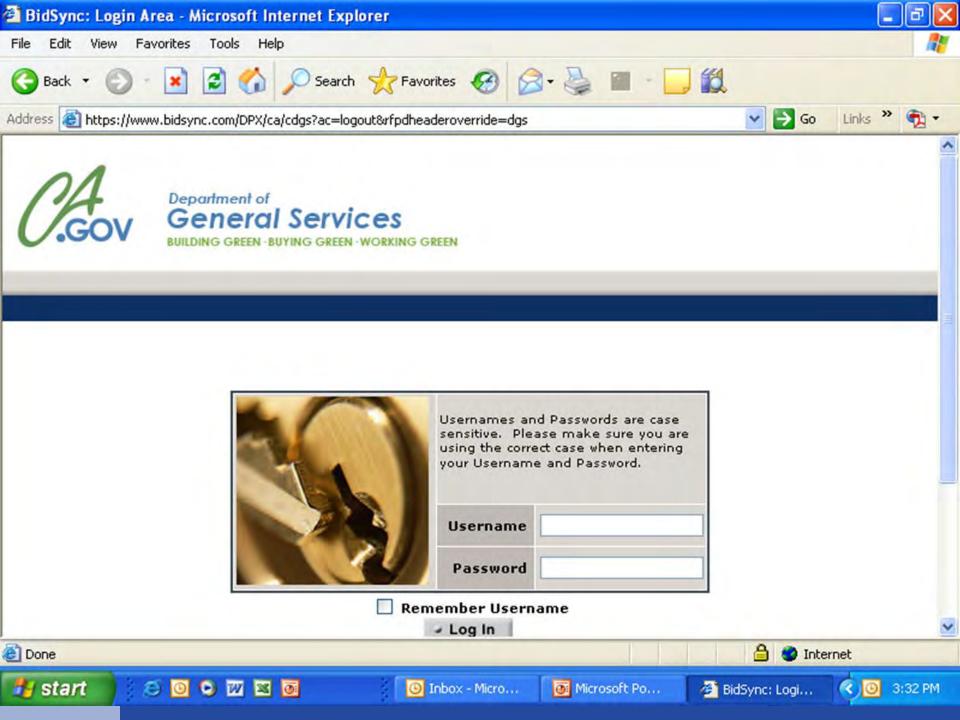
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BIDSYNC TERMS AND CONDITIONS

Supplier User Agreement

Below are the terms and conditions under which you (as a Supplier) may have access to our online auction system to respond to requests for quotes, proposals and information. By accessing our system, you agree to these terms and conditions.

We may amend this Agreement at any time by posting the amended terms on our site. Except as stated below, all amended terms will automatically be effective ten (10) days after they are initially posted on our site. This Agreement may not be otherwise amended except in writing signed by you and us (BidSync, LLC; hereinafter referred to as "BidSync")

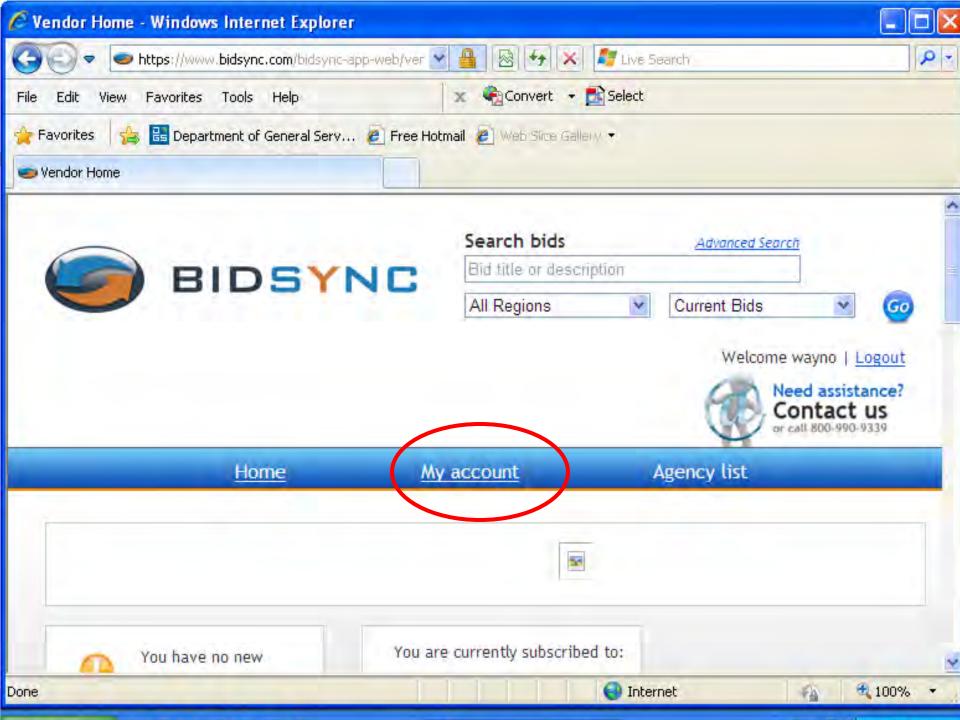
 Eligibility. The BidSync system is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, our system is not available to minors (under 21 years of age) or to those suspended from its use. If you do not qualify, please do not use our system. Furthermore, you may not assign or transfer your account or user

View Printable Version of Supplier Agreement

I have read and accepted the User Agreement

No

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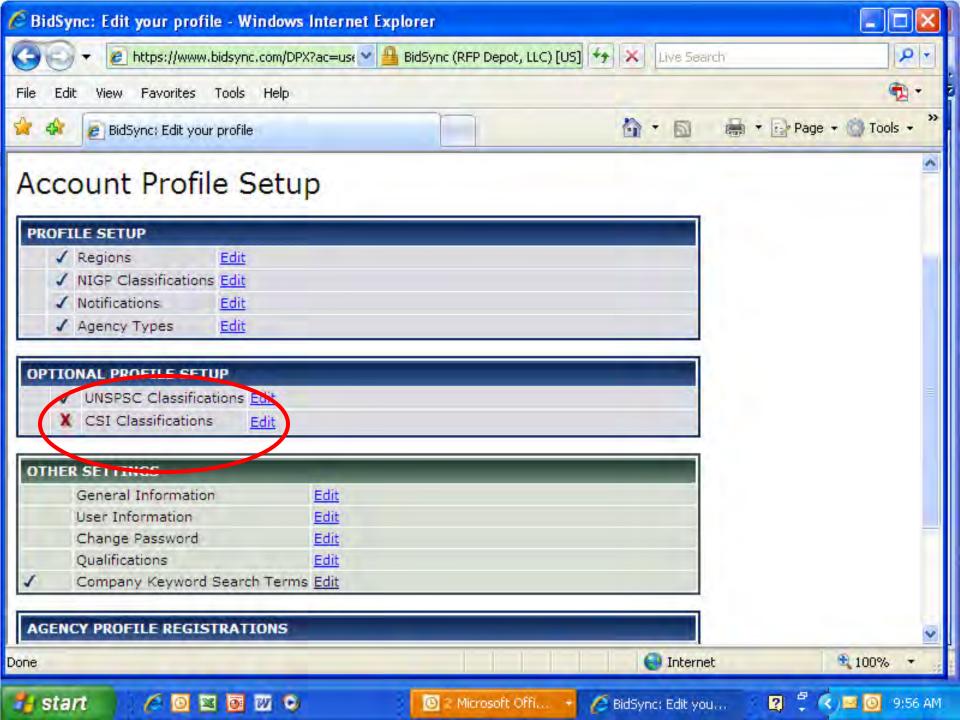
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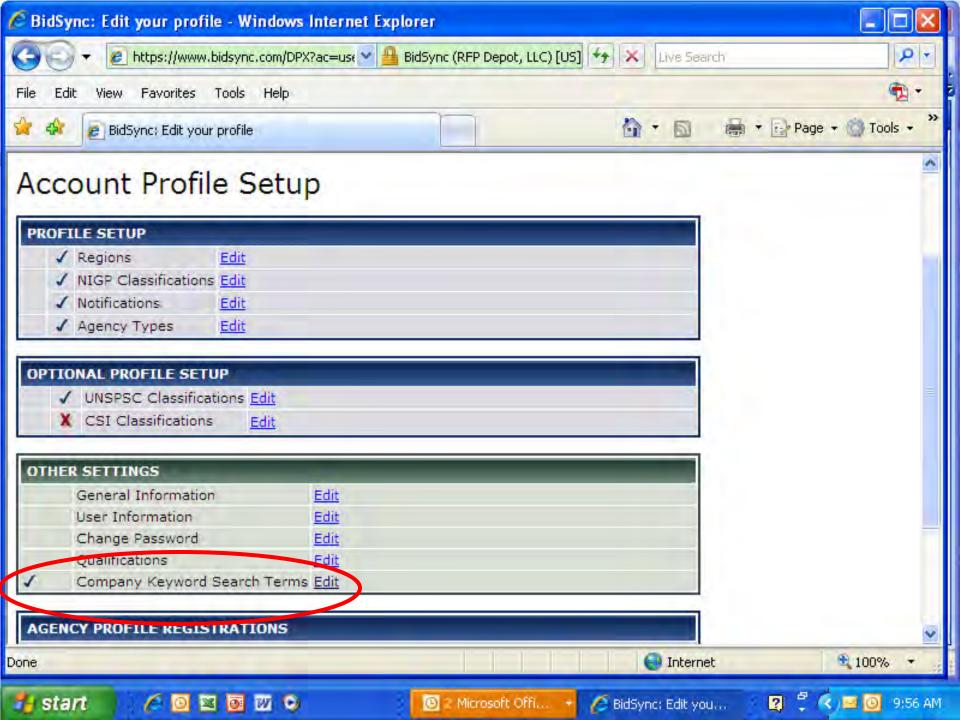
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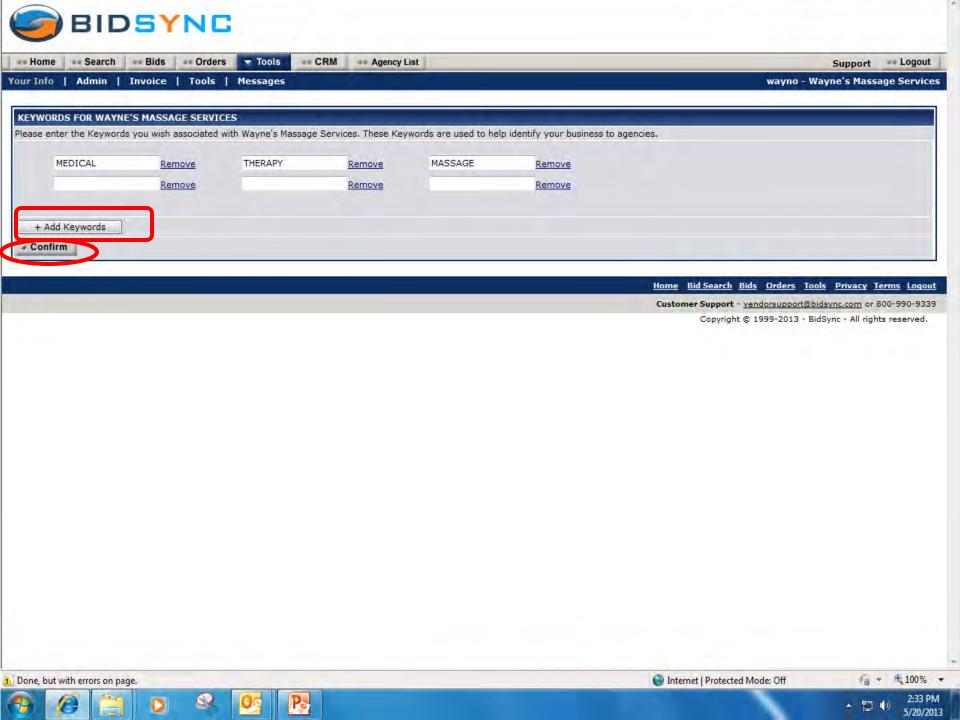
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Ŧ	Domestic Appliances and Supplies and Consumer Electronic Products			
Đ	Drugs and Pharmaceutical Products			
Ð	Editorial and Design and Graphic and Fine Art Services			
Ð	Education and Training Services			
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Account Profile Setup



Based on your current profile, you are invited to do business with The State of California.

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1	Regions	Edit	
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OPTIONAL PROFILE SETUP

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Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

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CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

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CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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The State of California Use Policy

The State of California Use Policy

BY ACCEPTING THE FOLLOWING USE POLICY, YOU ARE AGREEING TO THE FOLLOWING:

USE POLICY

The State wants you know about the collection, use, security, and access to information that may be obtained through use of the State's web portal. By visiting this web site, you are accepting the policies and practices described in this Notice.

Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. This policy is dated December 7, 2000.

Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.

PERSONAL INFORMATION AND CHOICE

"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information". According to California Government Code § 11015.5, "Electronically collected personal information"

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 Registration Status:

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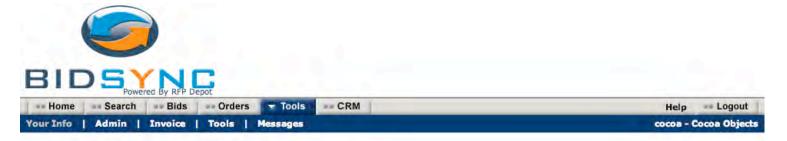
Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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California Profile





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The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

1	Federal Employer Identification Number:	123456798 [Edit]	
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Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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Step 2 – State Certification

Now that your registration is complete, you can proceed and get certified by clicking the <u>Register your business with State of California</u> link within the Certification block.



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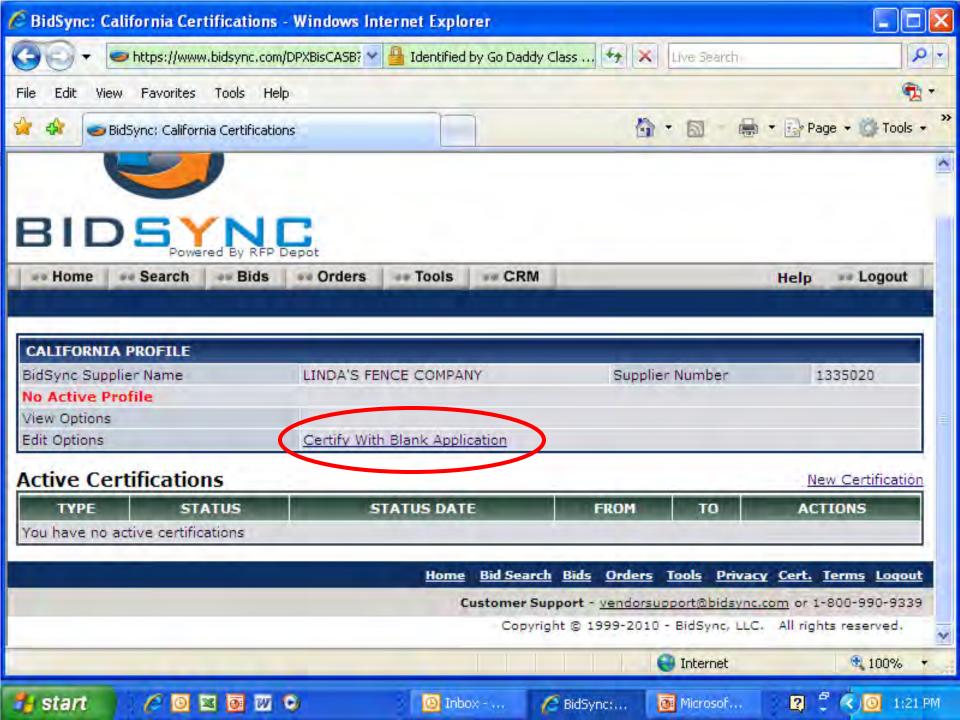
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1	UNSPSC Classifications:	[Edit]	
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STEP 3 - CSCR

Use the California State Contracts Register (CSCR)



What is the CSCR?

- A one-stop, source for contracting opportunities
- Connected to government bids, listing:
 - Services and construction contracts over \$5,000
 - Commodity contracts over \$50,000
 - IT goods and services contracts over \$100,000



How the CSCR Works

- State agencies post their solicitations when they go out to bid
- Sub-contractors can find contracting opportunities
- Subs can place ads seeking work with potential primes
- Ads are free



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Procurement Division

» PD Home

Programs & Services » eProcurement

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- » Forms & Resources Library
- » News & Events
- » About Us

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.



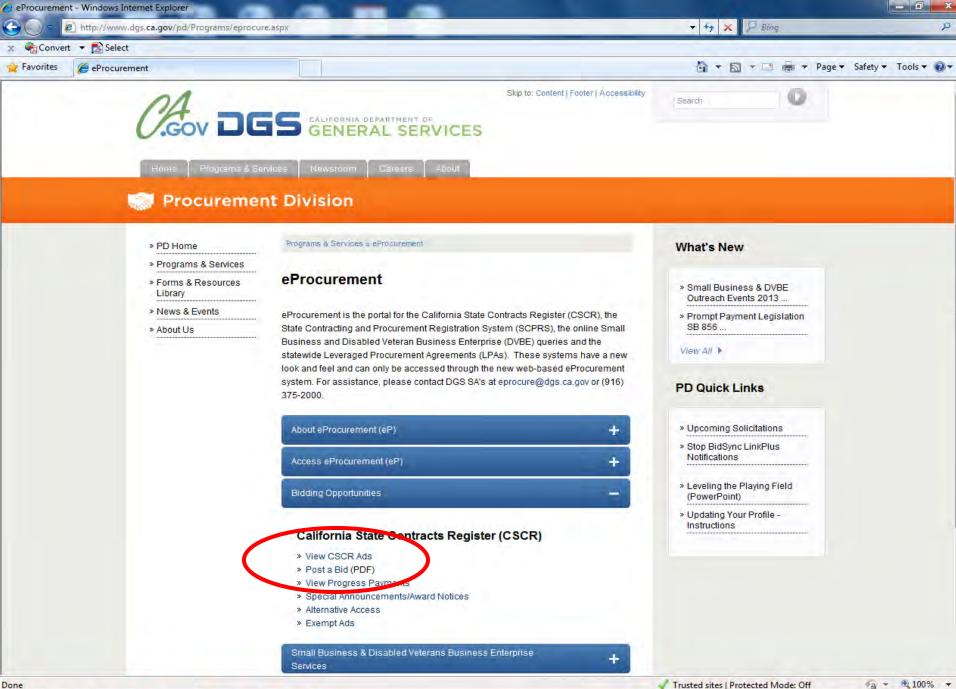
What's New

- » Small Business & DVBE Outreach Events 2013 ...
- » Prompt Payment Legislation SB 856 ...

View All

PD Quick Links

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- » Stop BidSync LinkPlus Notifications
- » Leveling the Playing Field (PowerPoint)
- » Updating Your Profile -Instructions

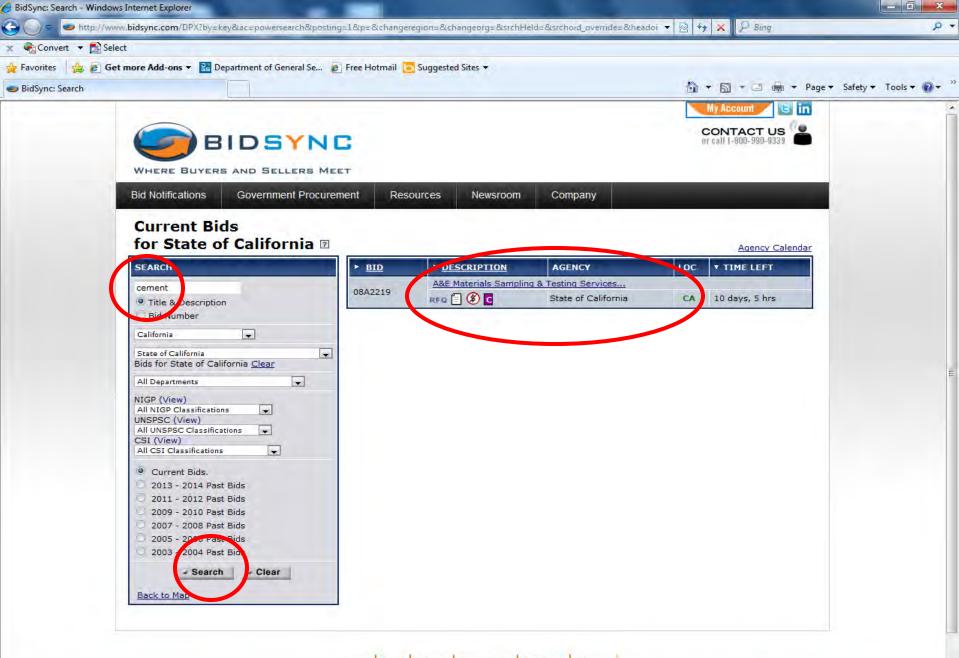


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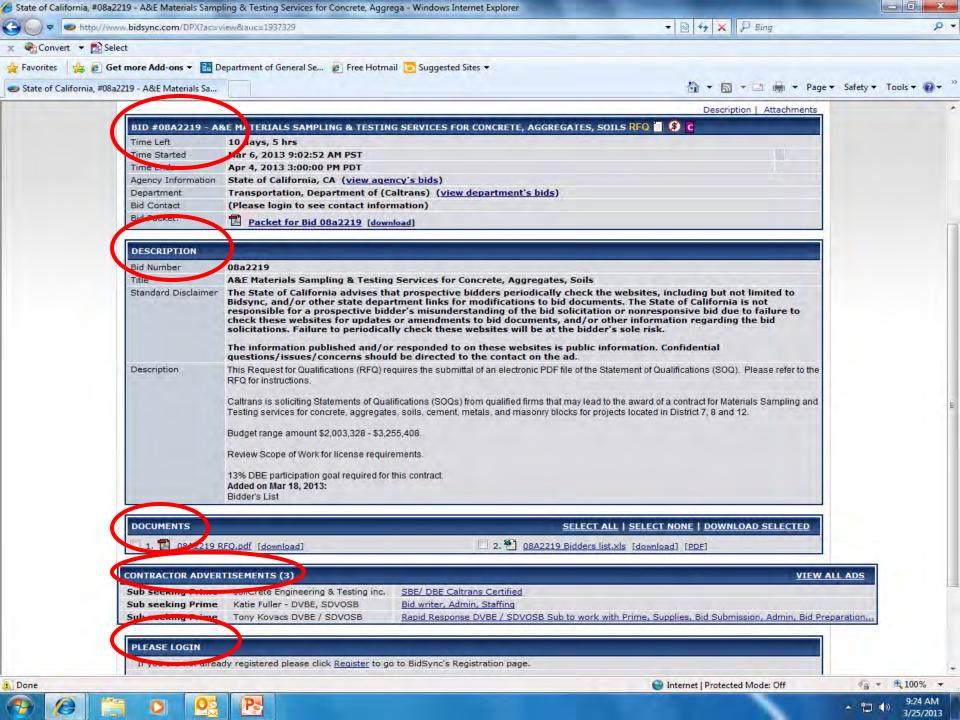
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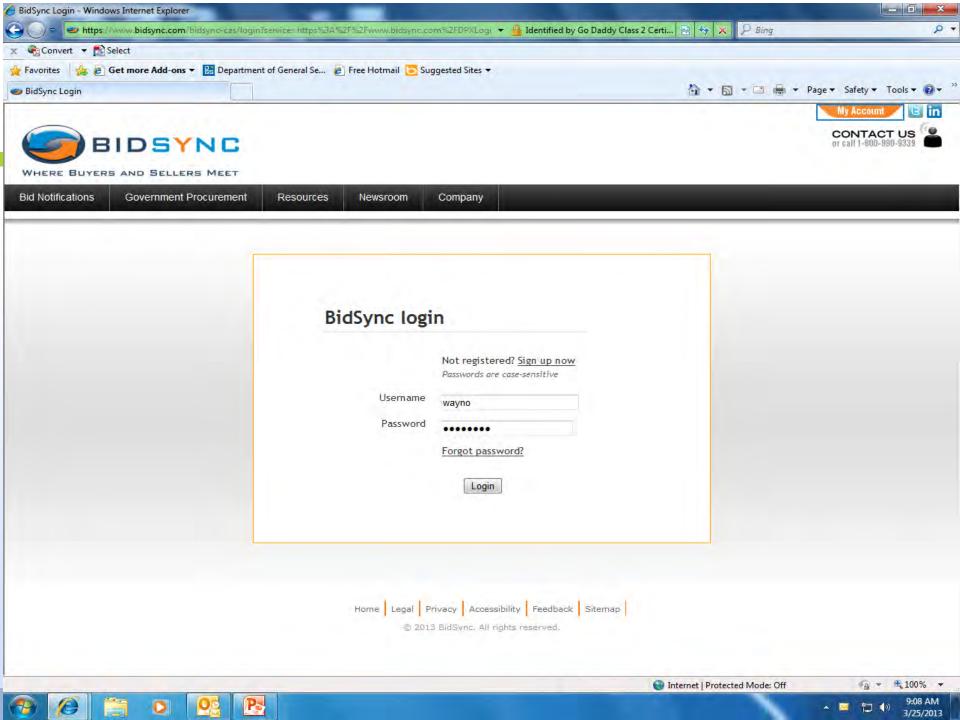
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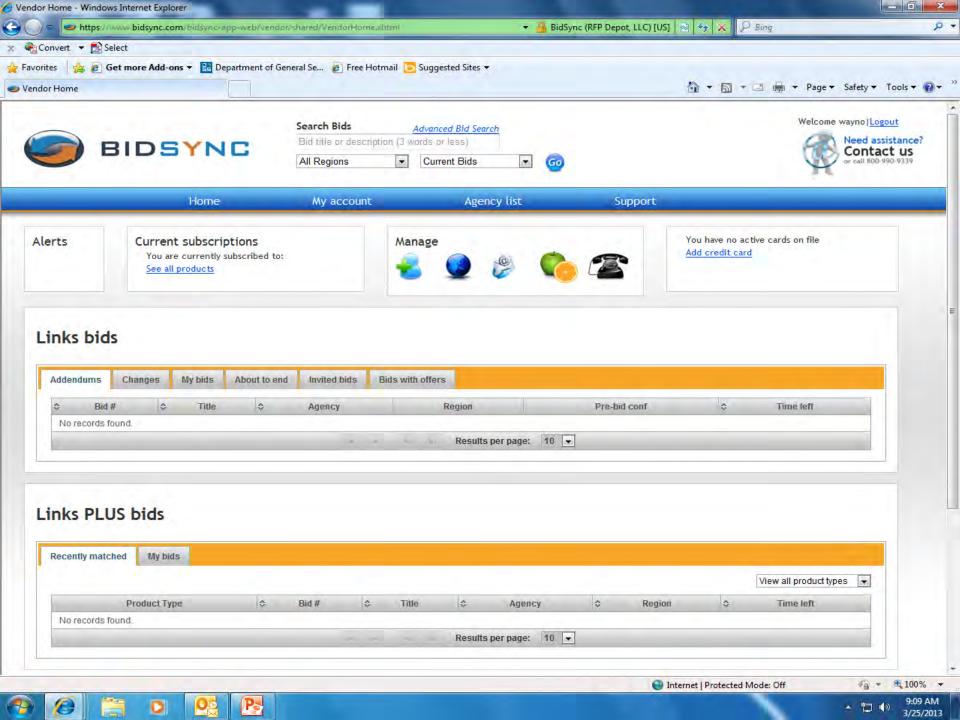
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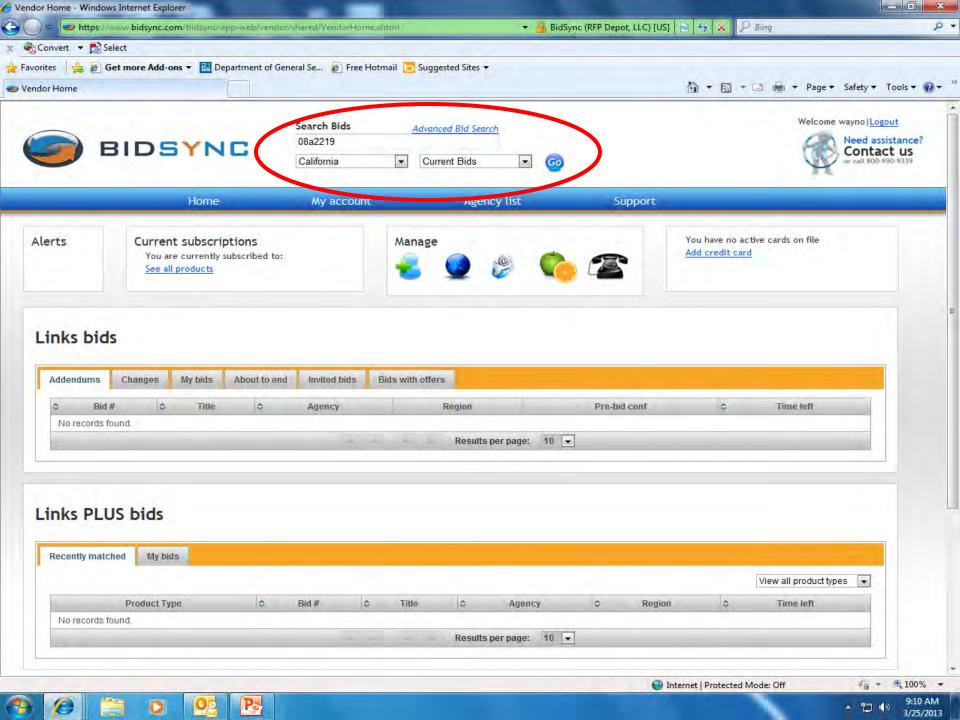
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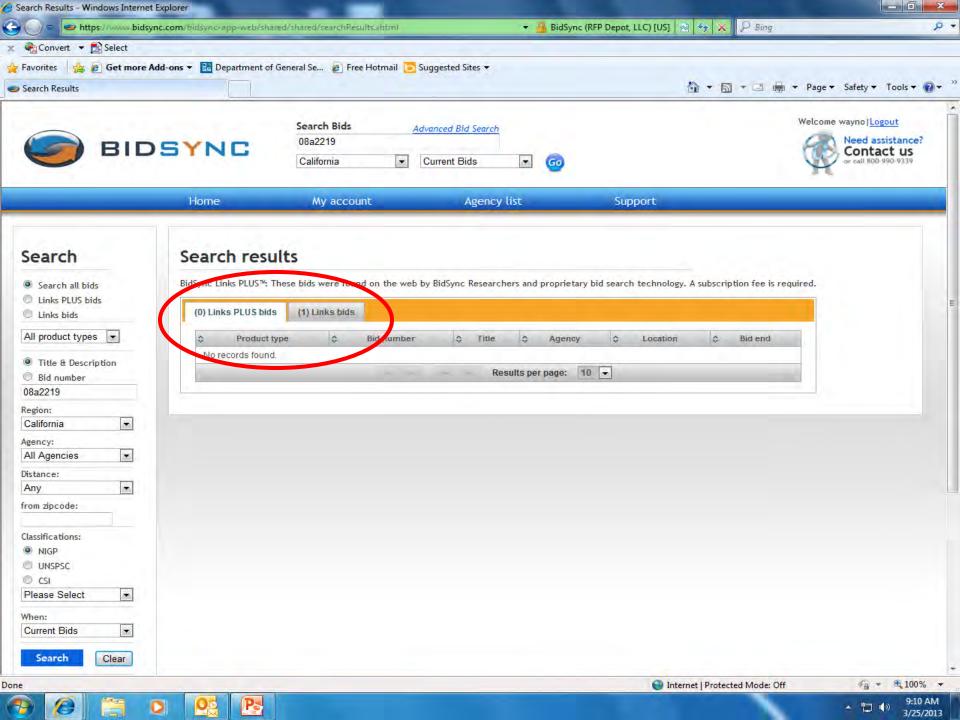
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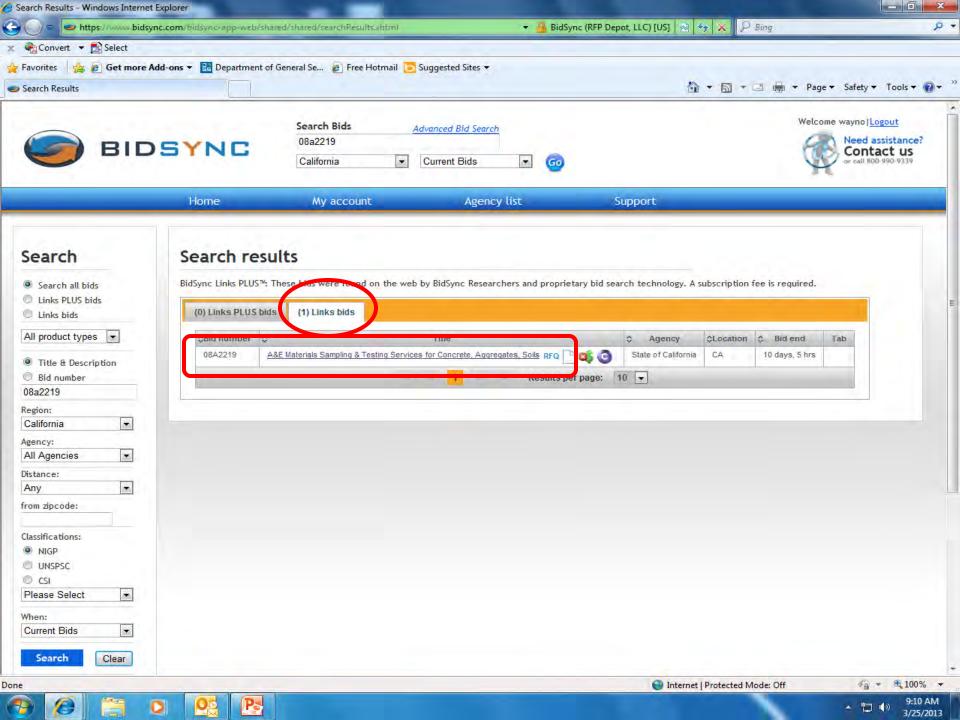










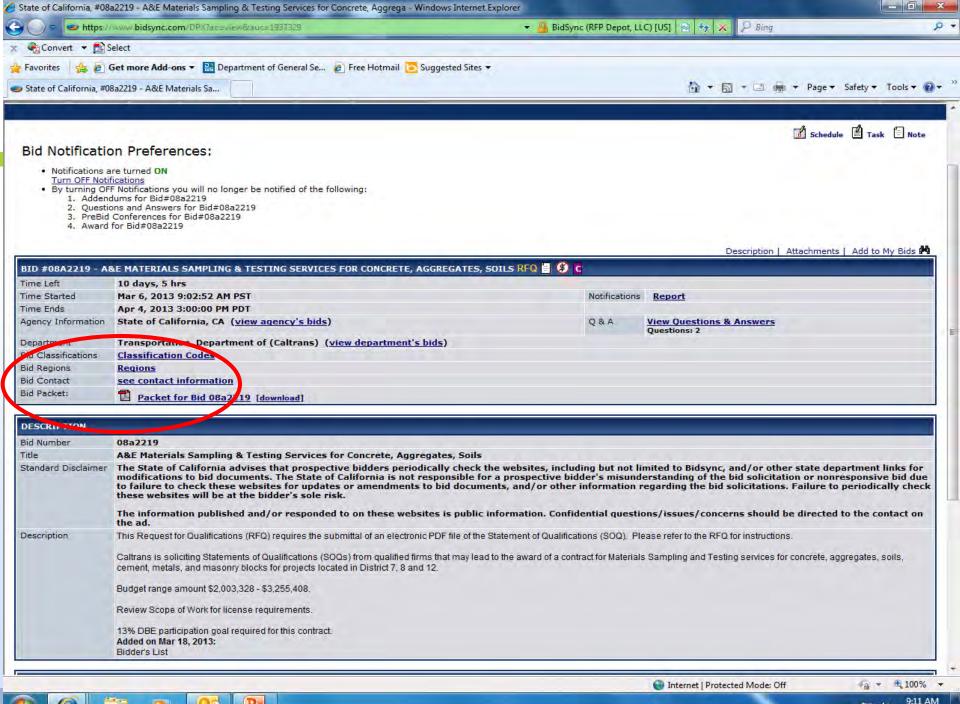


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OVERALL BID QUESTIONS Question 1 If we can meet/exceed the 13 percent DBE participation goal required for this contract, do we stice that the second transmission of the submitted with the ADM0227F-A&E to demonstrate good faith end consultant failed to meet the DBE goal. (Answered: Mar 18, 2013 6:59:49 AM PDT) Question 2 Page 3 of Attachment 1, item 12, states that Consultants shall be accredited by various agencies Answer • Yes, subconsultants have to be accredited with the various agencies to perform the test of the submitted with the	offorts (GFE) and to protect consultant's eligibility for contract award in the event Caltrans determines the
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Pre-Bid Conference(s)	Mar 13, 2013 12:30:00 PM PDT Attendance is mandatory Location: CHP Mammoth Resident Post (Hot Creek Trout Hatchery) Route 1 Mammoth Lakes, California 93546										
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Description	Contractor agrees to provide all personnel, labor, tools, equipment, materials, per	mits and licenses neces	sary to provide Landscape Maintenance at the CHP Mammoth Resident Po	st.							
	LICENSE REQUIREMENT: C-27; Maintenance Gardener's Pest Control Business and Qualified Applicator Certificate Category B.	License and Qualified A	pplicator Certificate Category Q or Landscape Maintenance Pest Control Bu	isiness License							
	A mandatory walk through will be held on March 13, 2013 at 12:30 pm.										
	The current contractor is Bishop Nursery, with a cost of \$614.00 per month.										
	Effective July 28, 2009, Disabled Veteran Business Enterprise (DVBE) Good Faith Veteran Business Enterprise (DVBE) participation requirement of 3% of the award			ım Disabled							
	The bid package for this solicitation can be downloaded at this site ONLY, Bidders	are to bring a copy of thi	s bid package to the walk through.								
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Description/Bid Com	ments (Information was added)			
CONTRACTOR ADVE	ERTISEMENTS (3)		MANAGE ADS PLACE	AD VIEW ALL ADS
Sub seeking Prim	e soilCrete Engineering & Testing inc. <u>SBE/ D</u>	BE Caltrans Certified		
Sub seeking Prim		ter, Admin, Staffing		
Sub seeking Prim	e Tony Kovacs DVBE / SDVOSB Rapid F	Lesponse DVBE / SDVOSB Sub to work with	n Prime, Supplies, Bid Submission, Admin, Bid Preparation	
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А	В	C	D	E	F	G	H	1	1	K	E	1
Account 2 Essentials	951-732- 5728	PO. Box 52143	Riverside	CA	92517							
FYA Construction	608-2174611	1122 De Pere St.	Madison	WI	53711							
Construction Bidboard	800-479- 5314	4420 Hotel Circle Court, Ste. 215	San Diego	CA	92108							
Bid Ocean, Inc	866-347- 9657	PO Box 40445	Grand Junction	со	81501							
Allan E. Seward Engineering Geology, Inc.		27825 Smyth Drive	Santa Clarita	CA	91355							
Inspection Consulting Inc.	, 916-321- 5580	1515 North C Street	Sacramento	CA	95814							

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	9 CBC Appendix B Glossary ADD2 Final.doc	
	10 CBC Appendix C Applications Systems Ma	trix ADD2 Final.xIs
evious End Date	Jun 6, 2013 1:00:00 PM PDT	New End Date Jul 16, 2013 1:00:00 PM PDT
		New Price Duration Not Applicable
scription/Bid Comme	nts (Information was added)	
ONTRACTOR ADVERT	LISEMENTS (39)	MANAGE AD VIEW ALL ADS
ub seeking Prime	Paul LeRoy - Califor ia Certified Small Business	Project Administration Managem int Services & Software
ub seeking Prime	Strato Communicati ns	COMPETENT PAST PERFORMANCE SB/DVBE/CVE SDVOSB TELECOMMUNICATIONS FIRM # 1744227
uo seeking Prime		Sub Seeking Prime Emerging Tarket Outreach Specialist - SBE
ub seeking Prime	Sammuel Washington	ITSource Technology - Adobe and UP Bergered Management & Literate I Service Define
ub seeking Prime	Quality Assurance Direct, Inc - SB	Certified Small Business offering Software QA / Test Services
ub seeking Prime	Guthrie Consulting Inc.	Nonprofit Procurement Technical Assistance
ub seeking Prime	Katie Fuller - DVBE, SDVOSB	Pitt writer, Admin, Stamp
ub seeking Prime	Priority Moving /Donald Sanchez /(858)444-1566	SB Certified (#1148640) Awaro Winning Moving and Relocation Specialist - Government and Private Sector
ub seeking Prime	Peter Eells	IT Consultant/PM/TL/Programmer
ub seeking Prime	BID PROS / Jennie Melton	Dis SPECIALIST ~ www.biopros.net ~ VISIT OUR WEBSITE FOR DETAILED PRICING!
ub seeking Prime	Tony Kovacs DVBE / SDVOSB	Rapid Response DVBE / SDVOSB Sub to work with Prime, Supplies, Bid submission, Admin, Bid preparation
ub seeking Prime	J A Frasca & Associates	DVBE Consulting Company
ub seeking Prime	Patricia Alvarado-DBE/DVBE/SB	HUMAN RESOURCES, MANAGEMENT CONSULTING, COMPLIANCE REPORTING, SAFETY, 1-9
ub seeking Prime	BM Associates	14 Years Experience - ERP Implementations, Project/Program Management, Data Conv/Testing, Software Development
ub seeking Prime	Katie Fuller - DVBE, SDVOSB	Bid writer, Admin, Staffing
ub seeking Prime	MARSA SOLUTIONS/ Grace Luu	SBE/WMBE Firm experienced with Digital Content Management, Electronic Discovery
ub seeking Prime	Tony Kovacs DVBE / SDVOSB	DVBE / SDVOSB Sub to work with Prime, Supplies, Bid submission, Admin, Bid preparation.
ub seeking Prime	Katie Fuller - DVBE	Bid writer, Admin, Staffing
ub seeking Prime	Eagle DVBE #47903	DVBE/SB focused on helping Primes win & deliver
ub seeking Prime	NorCal Properties/Construction	DVBE & SB Construction & management specialist
ub seeking Prime	Patricio Systems LLC DVBE/MB	DVBE/MB with IT Project Management experience
ub seeking Prime	Debra Hunter Holloway	Project Management & Support (Certified M/W/S/DBE
ub seeking Prime	BROOKS CO DVBE	Distributor of Construction Mat'l, Plumbing, Electrical, Paint
ub seeking Prime	Chad Briscoe SB/DVBE	Helping you with your DVBE requirements
ub seeking Prime	Business Advantage Consulting, Inc.	SB Certified - Experience w/ IT system implementation, state processes, content management, & PMP certified
ub seeking Prime	Karen Adams	KDJA SERVICES LLC-Statistical Research and Analysis
ub seeking Prime	Premium Technologies, Inc.	Custom software solutions by Premium Technologies, Inc. MBE/DBE/SB (micro)
ub seeking Prime	Tony Kovacs	DVBE / CDV/CCE Sub to work with Prime
ub seeking Prime	Global Blue DVBE, Inc	DVBE/SB with extensive CA state IT Projects
ub seeking Prime	JSX, Inc - Samantha Cutting - (888) 261-3265	SB Certified (#1744345) Custon Software Development - Database, CRM, Document Management, Etc
ub seeking Prime	The281Group	Project Administration Management Software
ub seeking Prime	Enterprise Registry Solutions Limited	Registry appendix with significant references in this domain
ub seeking Prime		DVBE/SB Firm Providing Technical Staffing.
ub seeking Prime	Select Group, Inc.	DVBE/MB with extensive large IT project experience
ub seeking Prime	Katie Fuller - DVBE	Bid writer, Admin, Staffing
ub seeking Prime	Hunter Research, Inc.	CONTRACTOR, CONSULTANT, DEVELOPER
ub seeking Prime	Engage IST, Inc William Roetzbeim	DVBE/SB with PROJECT MANAGEMENT experience on large CA State Projects
ub seeking Prime ub seeking Prime	Pacific Waterjet SD: SB-CERT Supplier ID 1742908	DVBE/SB with extensive CA State IT Project Quals
as seeking Prime	Tucine Waterjet 30, 30-CERT Supplier 10 1742908	Water Jet Cutting Services

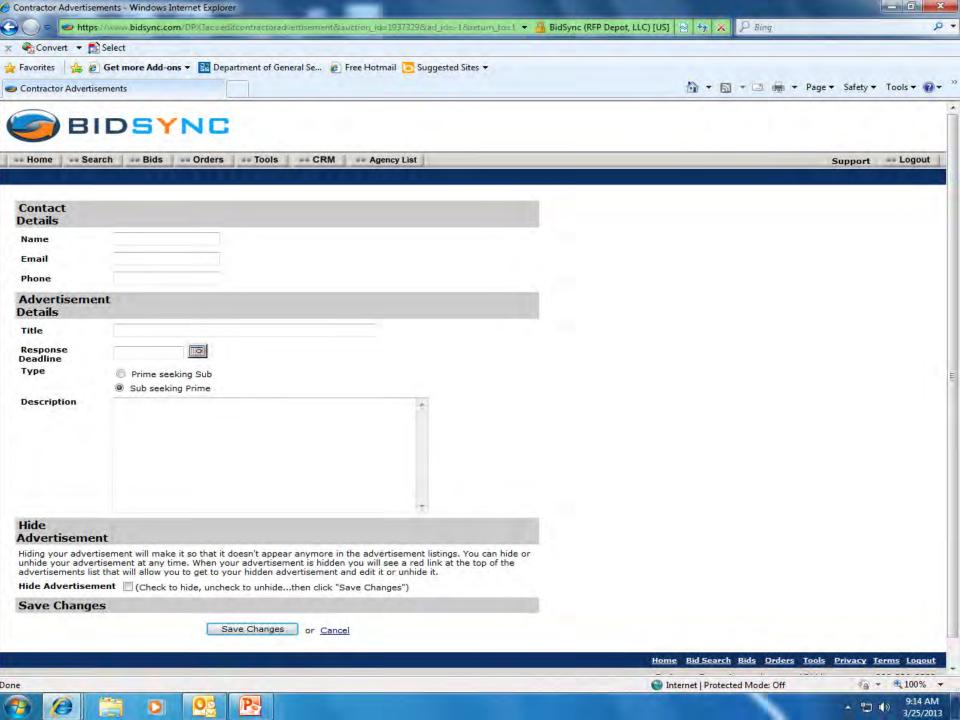
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 Look into becoming a California Multiple Award Schedules (CMAS) Contractor









 DGS Procurement Division establishes agreements with suppliers who offer products and/or services that are currently available through existing multiple award schedules with the Federal General Services Administration (GSA) or other approved multiple award contracts







 State and local governmental agencies shop and compare CMAS suppliers for the best value, e.g., best price, product, service, etc., and place orders directly with suppliers





- For more information about CMAS:
- Visit the website: www.pd.dgs.ca.gov/cmas
- E-mail: cmas@dgs.ca.gov
- Phone: (916) 375-4363

STEP 5 - Marketing

Market Your Business to State Agencies



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MARKET YOUR BUSINESS TO STATE AGENCIES

Once you become a certified firm or a CMAS contractor your business information is included in databases accessible to State purchasing officials. However, you must still market your products and services to state agencies.

- Most state agencies have an Advocate to disseminate information on pending solicitations to SBs/DVBEs, ensure prompt payments and resolve contracting issues. Find the Advocates at www.dgs.ca.gov/pd/advocate.
- Some state agencies have delegated purchasing authority to allow them to contract directly with vendors. Find out which agencies have delgated purchasing authority at www.dgs.ca.gov/pd//delegated
- Find out what state agencies buy and the dollar amount of the contracts. Go to www.dgs.ca.gov/pd/SCPR5data
- Certain other local government and industry partners honor the State's SB/DVBE certification. Visit www.dgs.ca.gov/pd/reciprocity
- The California Online Directory provides access to state government information and services including employee phone numbers, agency information, and a government organization chart. www.cold.ca.gov
- Keep up-to-date on news and events relevant to the SB/DVBE community. Access www.dgs.ca.gov/pd/communicationsoutreach
- If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA and receive payment in two to three days. If you do not currently accept credit card payments, contact your bank to determine how to do this.

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Market Your Business

- Although you are added to our databases, it is important for *you* to Market your product to state agencies
- Contact the Small Business/DVBE Advocate for each agency at:

www.dgs.ca.gov/pd/advocate



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	ministrative Law, office of	Belenda Hemandez	300 Capitol Mail, Suite 300	Bacramento	CA	95814 (916) 323-6826	NO Y 1/1 100 1	bhemandez@oal.ca.gov
	ing, Dept of	Tanya Matoella	1300 National Drive, Sile 200	Sacramento	CA	95834 (916) 419-7537	(916) 928-2500	thancelana@aging.ca.gov
4 April	ricultural & Labor Relations Board	Ryan Reeke	315 Capitol Mail, Third Floor	Sacramente	CA	96614 (915) 653-7626	(916) 663-8750	merceditatio ca poy
5 April	ricultural & Labor Relations Board	Lyta Winsten	915 Capitol Mail, Third Floor	Secramento	CA	95814 9916) 651-7623		winsion@altb.ca.gov
5 Alco	schei And Drug Program	Anthony Montosti	1700 K St	Sacramento	CA	95811 (916) 327-9432	(916) 323-2068	amontoshi@ado.ca.gov
7 Alco	conolic Beverage Control Appeals Board	Gibg Tucker	3927 Lennane Drive	Sacramento	CA	95634 (916) 419-2595	(916) 419-2599	ging Lickenflabc.ca.gov
8 Arts	s Council, CA	LUOY Mochizuki	1300) St Ste 930	Sacramiento	CA	96814 (916) 322-6337	(916) 322-6575	Imochizuki@caartsoouncil.com
9 808	and of Equalization	Roberta Hinchman	450 N Street, 4th Floor , Mic.24	Secremento	CA.	95814 (916) 323-8316		roberta ninchman@boe.ca.dm
10 905	sting And Waterways, Dept of	Marvin Newsome	2000 Evergreen St Ste 100	Sacramento	CA	95815 (916) 263-0870	(916) 263-0650	mnewsome@idbw.ca.gov
	Science Center	Rhonda González	700 Exposition Park Drive	Los Angeles	CA	90037 (213) 744-7681	Active states and states	rgonzalez@camai.org
Concernence of the local division of the loc	State Polytechnic University	Luah Kirkin	1 Grand Avenue Bidg 01/Room 128	San Luis Obispo	CA	93405 (805) 756-5455	and the second of the second second	Isinin@paipo/y.edu.
	State Polylectric University	Lonaine Rottiguez	3601 West Temple Avenue	Pomone	CA	91786 (900) 869-3391		branerEicsuppmona.edu
	State University	Carol J. Davies	5300 University Parkway	San Bernardino	CA	92407 (909) 537-5131		otavies Sicauto equ
and the second se	State University	Cindy Reedy	1600 Holioway Avenue	San Francisco	CA	94132 (415) 338-1833	A CONTRACTOR OF A CONTRACTOR	cindynitistau.edu.
and the second se	State University	Date Clack	6000 J St	Bacramento	CA	95819 (916) 278-7405	a construction of the	dackd@csus.edu
196 A 1 1 1	State University	Dami Deartom	401 Golden Shore 5th Fir	Long Beach	CA	90802 (562) 951-4681	and the second se	ddearborn Elcaletate edu
Charles	State University	David Bugbee	1 Harust Street	Arcata	CA	95521 (707) 526-5746	ACCESSION OF ADDR	drb7001@humboldt.edu
and the second second	State University	David Taylor	333-5 Twin Claks Valley Rd	Sari Maroos	CA	92096 (760) 750-4554	A Contraction of the local data	diaylor@csusm.edu
Contraction of the local division of the loc	State University	Deborah Haynes	25800 Carlos Bae Bivd	Hayward	CA	94542 (510) 885-3842	Contraction of the second s	deborah hevnes@csuesitary m
	State University		400 W 1st 5t	Contraction of the second s	CA	The second second second second second	A Real Property of the second	
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and the second s	State University	Terri Telasky	1250 Belflower Brvd,	Long Beach	CA	90840 (562) 985-829	(562) 965-5432	tteleskvi@callb.edu
and the second second	State University	Emmit Williams	1000 East Victoria Street	Darson	EA	90747 (310) 243-3873	and the second second	ewillens@csudb.edu
and the second second	State University	Hector Muniz	2600 East Nutwood Avenue, Suite 350	Fullention	CA	92834 (714) 278-5135		himutiliz@fullerton.edu
and the second second	State University	Jeniter Crist	1801 East Cotati Avenue	Rohert Park	CA	94828 (707) 664-3102	and the second se	Hentler, cristilitisonoma, edu.
and the second	State University	Ruth McDiannel	1802 East Colasi Avenue	Rohert Park	CA	94928 707-884-2139	707-664-4183	ruth.mcdonnel@sonoma.ed
10 CH 12 CH	State University	Jeff Frait	5500 Campanie Drive	San Diego	CA	92181 (619) 594-3965	10.014	Warsamail adau.edu
and the second se	State University	Kathy Villa	9001 Slocksale Highway	Baterfield	CA	83311 (661) 564-3164	Charles of the second second	kv llagicaub edu
and the second second	State University	Luis Garola	Dne Washington Square	San Jose	GA	95192 (405) 924-1559	a surreger shore	kas partia Stalsu edu.
and the second	State University	Mary Runda	18111 Northolf St	Northridge	CA.	91330 (818) 677-2301	and the second second second	purchaseoun.edu
	State University	Phylis Crittendon	901 West Monte Visia Ave	Turkock	CA	95832 (209) 667-3243	A CONTRACTOR OF A CONTRACTOR O	perttendon@causten.edu
Statement and a state of the	State University	Reyola Ganisle	100 Campus Center, Bidg 84b	Seaside	CA	93955 (831) 562-3505	and the set of the second set of the second	revola carlisle@csumb.edu
	State University	Thomas Johnson	5101 State University Drive	Los Argeles	CA	90002 (323) 343-3488		lighnson@csianet calstatula ed.
34 Call	Fire	West Ramsay	P.D. Box 044246	Sacramento	CA	64244 (915) 324-1638	(916) 327-5842	west, ramsey@fire.ca.gov
15 Call	Ifomia African American Museum	Debra Harns	600 State Onive: Exposition Park	Sacramenta	CA	(213) 744-7538	(213) 744-2050	themselicaenuseum org
36 Cal	Ifornia Exposition & State Fair	Candice Myers	Pn Box 16649	Sacramento	CA	95652 (916) 253-3032	(916) 263-7983	moo ogeslas@bnuendt
37 Call	Ifoma Museum of Science & Industry	Patricia Marquez	700 State Dr	Los Angeles	EA	99037 (213) 744-2447		pmarquez@cstmall.org
and the second second	itd Support Services, Department of	Lyle Cheney	P.O. Box 419064	Rancho Condova	CA	95714 (916) 464-5004	the state of a state of the sta	We cheney@dois ca gov
and the second second	Id Support Services, Dept of	Carey Aceves	Po Box 419064	Rancho Córdova	CA	95714 (916) 464-0763	ALCOLOGICA CONTRACT	carey aceves@doss.ca.pov
No. of Concession, Name	astal Conservancy, State	Yolanda Ortega	1330 Broadway 11th Fit	Oakland	CA	94012 (510) 286-0343	and the second second second	yordega@bscc.ca.gov

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How to Introduce Yourself to State SB/DVBE Advocates

- Determine which agency will meet your needs. (Check SB/DVBE Council Meeting Attendance, SARA winners)
- Remember, advocates are busy, so don't take up more than a minute or two of their time (Better yet, email them. Explain why you are calling. That way, you are not playing phone tag.)
- Prepare 30 second "elevator" speech to include: Name, Business Name, Supplier ID, and What You Do
- Have attachment/brochure with supplier id number included (business cards and emails, too!)

How to Introduce Yourself to State SB/DVBE Advocates

- Send attachment/brochure updates every 3 to 4 months via email
- CHECK GRAMMAR and SPELLING!
- Don't overdo the attachments!
- Acknowledge any contact with a courteous reply
- Provide technical data to support claims, if needed
- Use business resources to help you perfect your marketing techniques-it's a worthwhile investment!
- To Get the Contract, make the contact!

For emails and business cards

INCH

Nelson Vasquez, Owner PK Foods

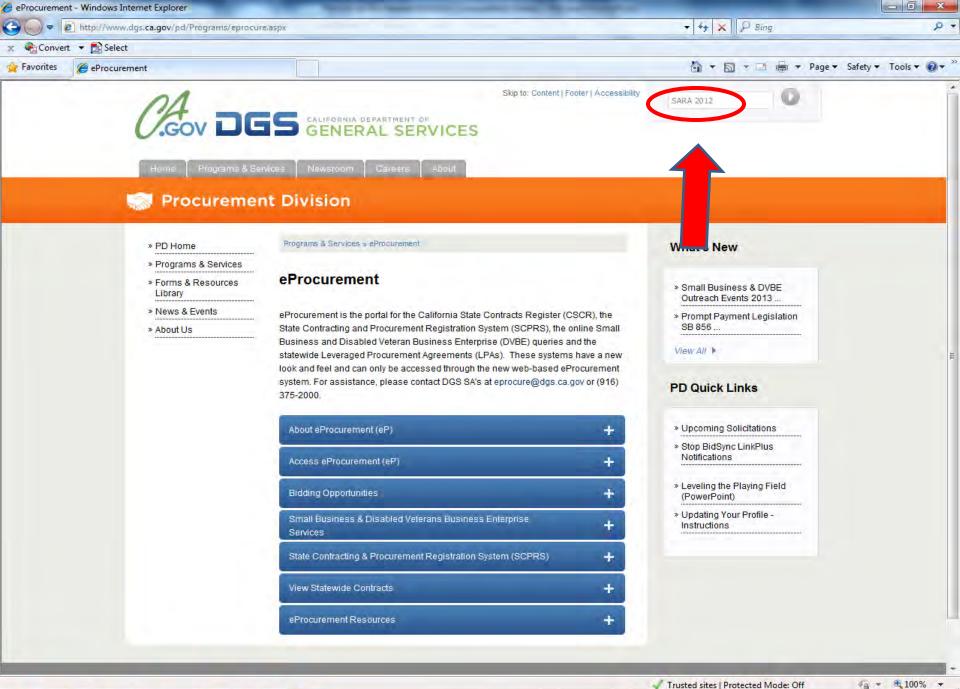
Cell (415) 609-2496 Email pp1212@comcast.net Fax (866) 542-9570

SB/DVBE# 1747245 UNSPSC Code-501115; 501120; 731316

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	A panel of judges representing SB/DVBE businesses, our resource partners and the State of California representatives selected winners for their best practices in SB/DVBE outreach and contracting.		
	2012 SARA Highlights +		
	SARA Speakers +		
	Small Business Testimony +		
	John K. Lopez Award +		
	Small Business / Disabled Veteran Business Enterprise		
	SARA / Adv. Late Finalists		
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	SARA Winners +		
	Advocate of the Year +		
	Small Business Advocate Innovation Award (SBAIA)		
	Advocate / Support Award +		
	Secretary's Special Achievement Award +		
	Advocate / Peer Award +		
	Governor's Award +		
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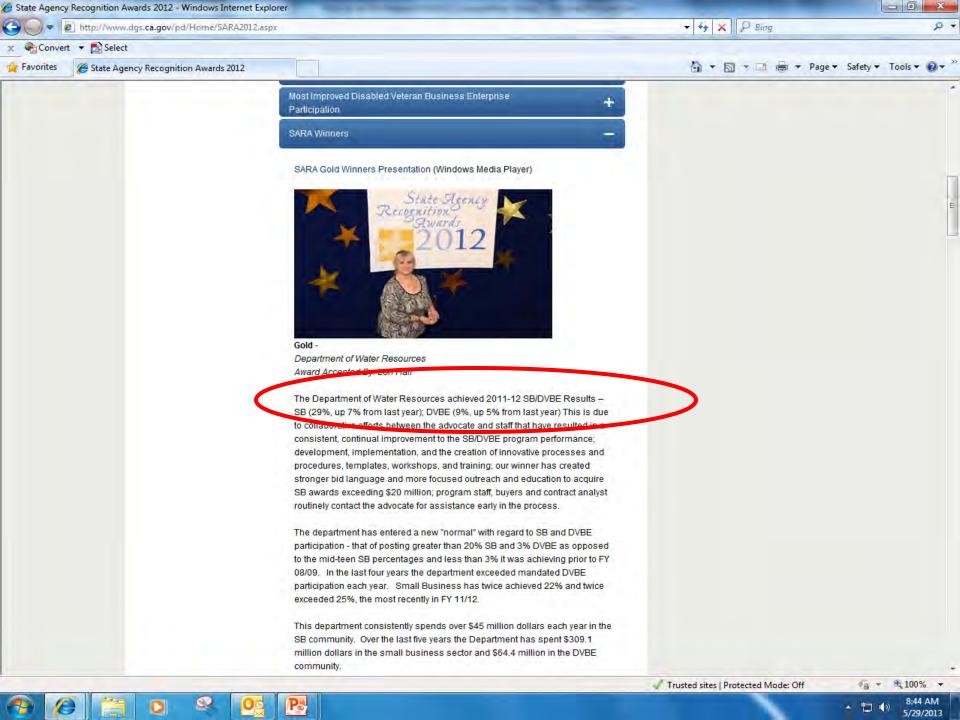
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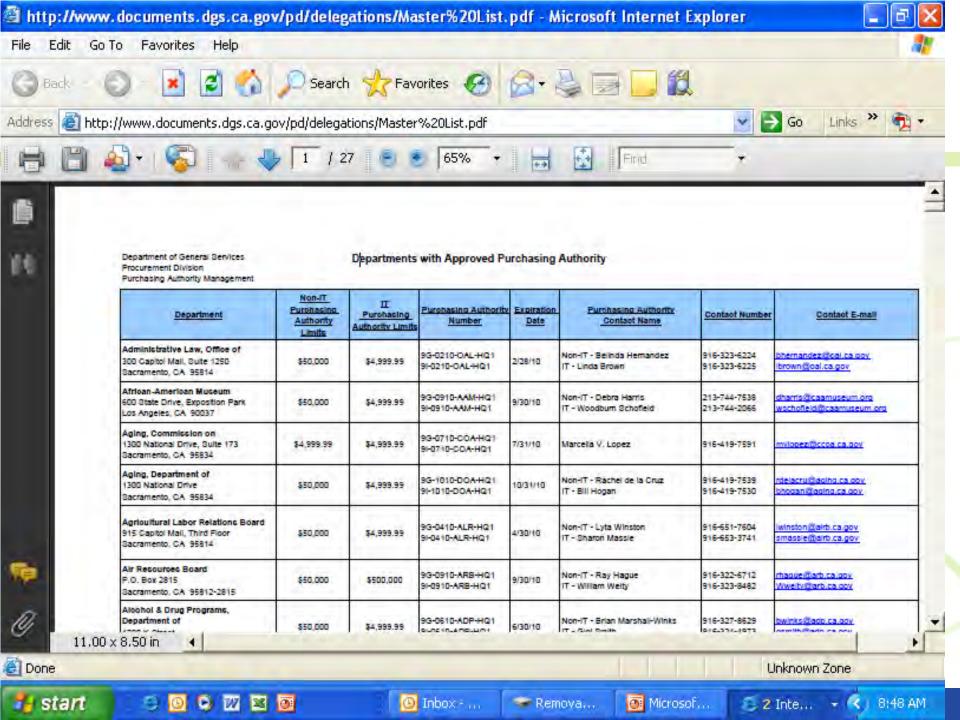


Market Your Business

- SB/DVBE Advocates can assist you with information regarding contracts with their agency
- Find a list of state agencies with purchasing authority on our web site at:

www.pd.dgs.ca.gov/pd/delegated





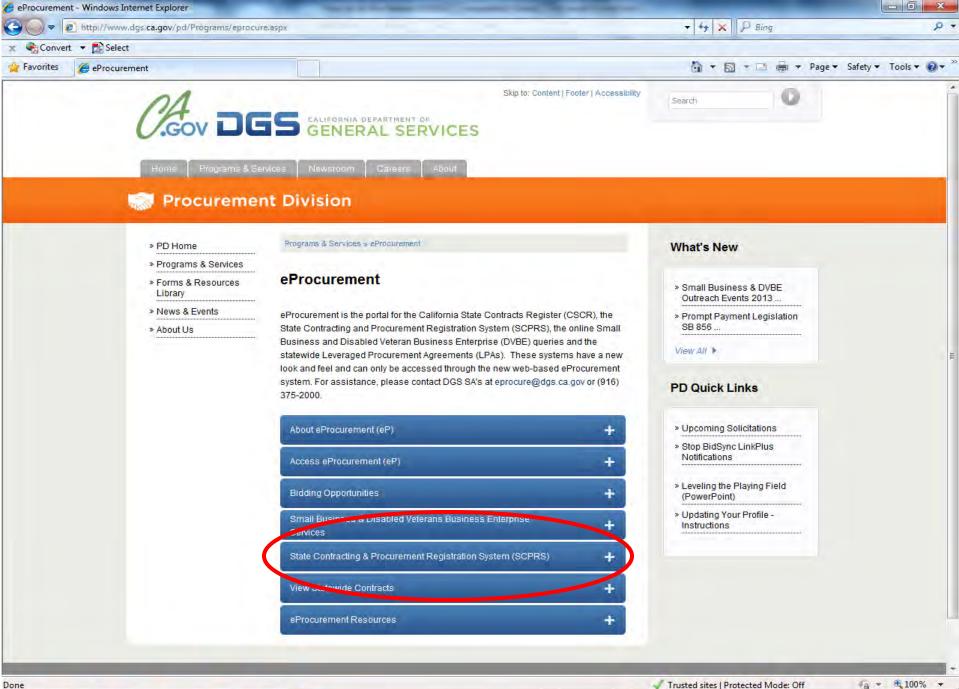
Market Your Business

Find out what state agencies buy and the dollar amount of the contracts

State Contracts and Procurement Register (SCPRS)

www.pd.dgs.ca.gov/pd/SCPRSdata

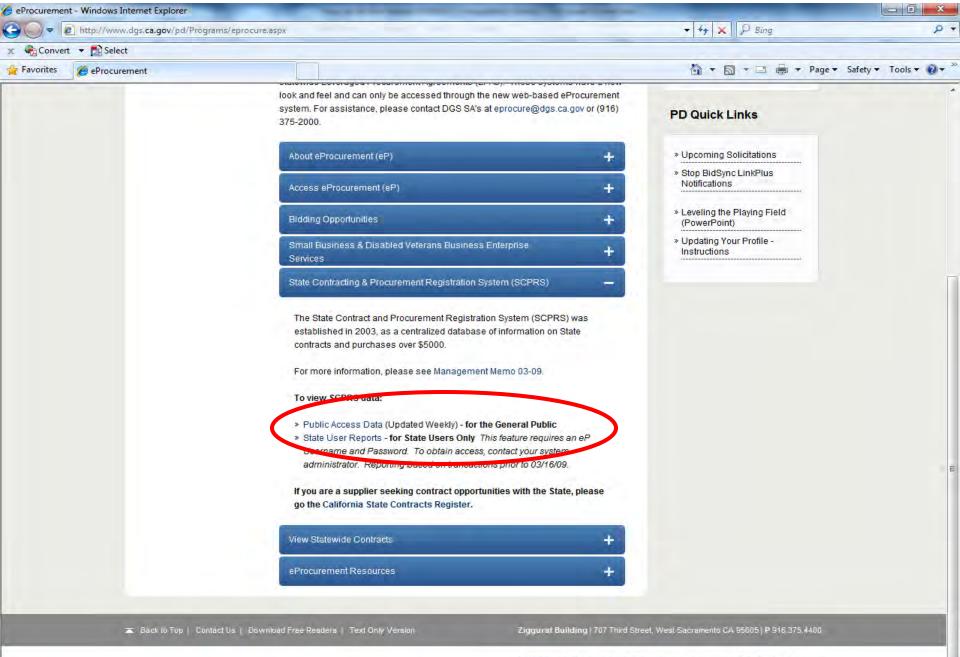




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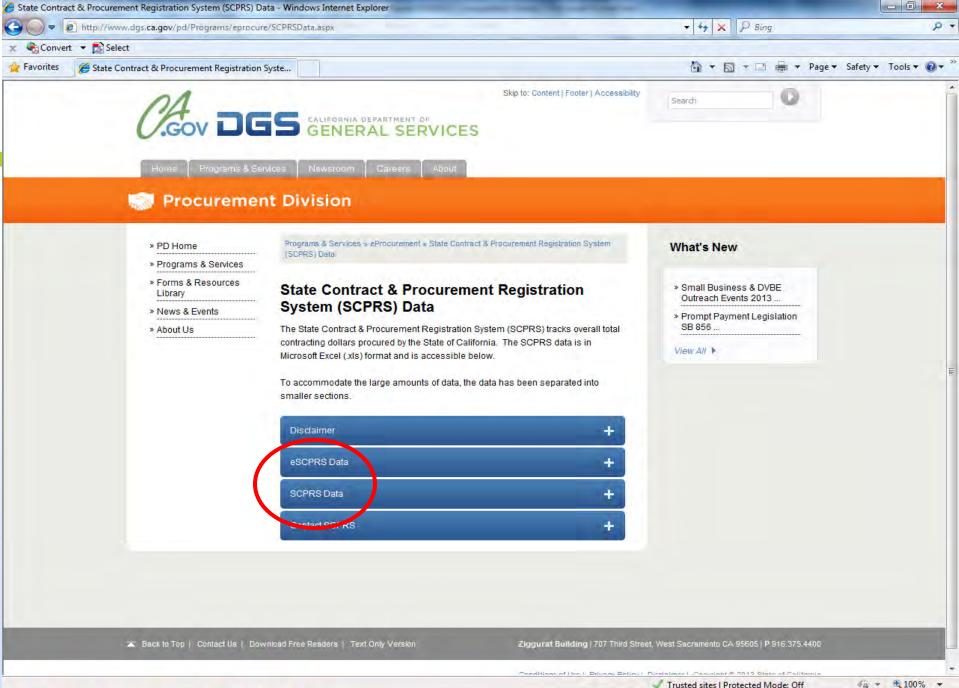
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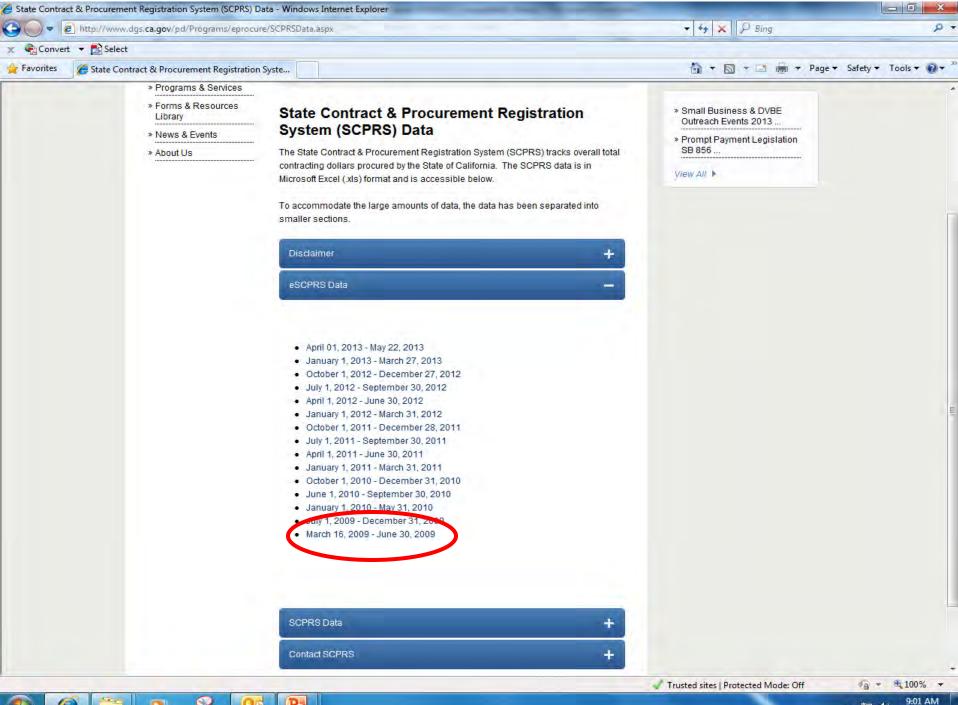
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10 2	4-Jun-0	09 32nd	Distri SA-81	-05F 10-Jul-09	9-Aug-09 ######	## NON-IT Selr	formal Competitive	Production Resource	1017041	Production Lighting Se	1 ##########	####### 39111504	
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31 #		# 32nd	Distri SA-16	3-09 #########	11-Aug-09 ######	## NON-IT Selr	formal Competitive	Just for Show, Inc. db		Exterior ScTo fabricat	1 #########	######## 60121601	1
32 #		# 32nd	Distri SA-16	1-09 #########	17-Aug-09 #######	## NON-IT Selr	formal Competitive	Yale/Chase Equipmer	1052358	Yale/Chas Electric Ca	1 #########	####### 47121501	
33 #	#######	## 32nd	Distri SA-15	4-09 1-Jun-09	4-Aug-09 ######	## NON-IT Selr	nformal Competitive	Sandscapes	1051379	Sandscapesculptures	1 #########	####### 60121002	2
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10		Jun-09 H			21-Sep		30-Jun-10						Paul Nicolo	en			Horse Rac			##########		
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36	18-	Jun-09 F	Fish an	d G CE	0480721	19-Jun-09	30-Jun-09	#########	NON-IT	Gc Inform	al Compet	itive	Rangen, Inc.				Trout crum			#########		
37		Jun-09 F			680559								Rangen, Inc.				Dry fish fee		\$0.42	#########	10121702	
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Department of General Services BUILDING GREEN - BUYING GREEN - WORKING GREEN

COP SHOP INSTALLATIONS INC - #42934

SUPPLIER PROFIL	E			
Legal Business Nam	e COP SHOP INSTALLATIONS INC			
Doing Business As	COP SHOP INSTALLATIONS INC			
Address	1257 HASSETT AVE #D YUBA CITY, CA 95991	Phone FAX	(530) 673-6454 (530) 673-6456	
Email	rjames@copshopinstalls.com			
Business Types	Service Non-Manufacturer			
Service Areas	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara,			
Keywords	PUBLIC SAFETY CONSOLE LIGHTBAR EMERGENCY LIGHTING K-9 C MOUNTS LOCKS GRILL SCREENS PLASTIC SEAT	CAGE PUSHBUMPER COMPUTER MOUNTS SIRENS	S RADIO SCANNER MOBILE VIDEO VEHICLE TRUNK ORGINIZERS	GUN
Classifications	251721 - Vehicle safety and security systems and components 251729 - Exterior vehicle lighting 251706 - Interior Vehicle Stating 251744 - Vehicle interior systems 251746 - Vehicle seating systems 311625 - Brackets and braces 391117 - Emergency lighting and a cessories 311715 - Switches and conter Land relays and accessories 311715 - Switches and conter Land relays and accessories 311717 - Audio presentation and composing equipment and hardward	are and controllers		

Active Certifications

ТҮРЕ	STATUS	FROM	то
SB (Micro)	Approved	Jul 15, 2013	Jul 31, 2015

Certification History

Done

ТҮРЕ	STATUS	FROM	то
SB (Micro)	Expired	Aug 9, 2011	Aug 31, 2013
SB (Micro)	Expired	Jul 13, 2009	Jul 31, 2011
SB (Micro)	Expired	Aug 28, 2006	Jul 31, 2009

UNSPSC <u>Profile</u> Codes = 6 digits

UNSPSC <u>SCPRC's</u> Codes = 8 digits



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Market Your Business

Maximize your State certification by contacting our local government and industry partners that honor the State's certification at

www.pd.dgs.ca.gov/pd/reciprocity



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Reciprocity Partners

The agencies listed below are current partners that honor the State of California's Small Business and/or Disabled Veteran Business Enterprise (DVBE) certification as acceptance into their individual respective business enterprise programs. Certain partner agencies may also have specific local eligibility requirements that must be met. You may visit each agency's website for more information on their individual programs.

Bay Area Agency	Accepts SB	Accepts DVBE
Contra Costa County	×	
Santa Clara Valley Water District	~	
San Francisco City College	×	

Los Angeles Region

Agency	Accepts SB	Accepts DVBE
Antelope Valley Transit Authority	×	
City of Long Beach	~	
Port of Long Beach	~	
City of Pasadena	~	
City of Riverside	~	
County of Los Angeles	4	
Los Angeles Community College District		~
Los Angeles Unified School District, Procurement	~	
Services Group		
Metropolitan Water District of Southern California	~	1

Northern California Region

Agency	Accepts SB	Accepts DVBE
Yuba County	~	4

Sacramento Region

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Sacramento Region

Agency	Accepts SB	Accepts DVBE
City of Sacramento	~	
County of Sacramento	~	
Sacramento Housing and Redevelopment Agency	~	
Sacramento Municipal Utility District (SMUD)	~	

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San Diego Region

Agency	Accepts SB	Accepts DVBE
Centre City Development Corporation	1	
<u>City of San Diego</u> County of San Diego	~	✓ ✓
Port of San Diego	1	~
San Diego County Housing Commission	1	1
San Diego County Regional Airport Authority	1	1
San Diego County Water Authority	~	1
San Diego Unified School District		1

Utilities

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Agency	Accepts SB	Accepts DVBE
AT&T		~
East Bay Municipal Utility District	1	
FedExKinkos	1	
PG&E		~
Sempra Energy		1
Southwest Gas Corporation		1
Sprint		1
Verizon		1

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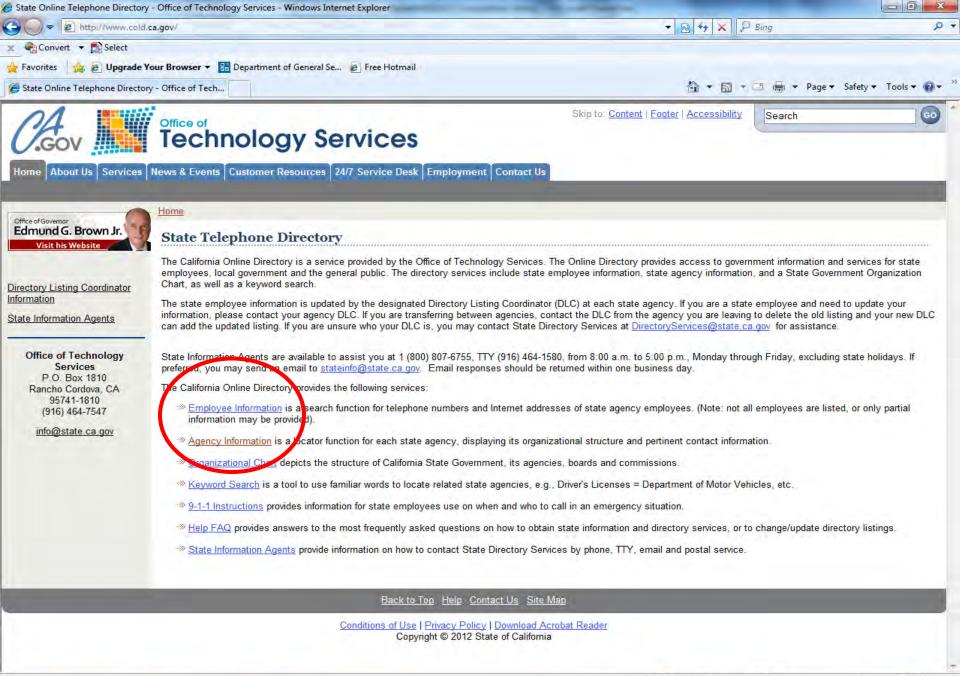
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Market Your Business

Use the California Online Directory (State Phone Book) at:

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	Gross,Julia T E	Agency Equal imail Address: juli	City Sacramento a.gross@boe.ca.gov	Public 916- 445-9951	
	Gross,Margaret A	Agency Hith Svcs Email Address: <u>m</u>	City Sacramento hgross@dhs.ca.gov	Public 916- 327-1911	
	Gross,Maria	Agency Social Svc mail Address: mai	City Sacramento ria.gross@dss.ca.gov	Public 916- 229-4538	
	Gross,Warren	Agency WR Cont Bd	Cay Fresno	Poblic 559- 445-5128	-
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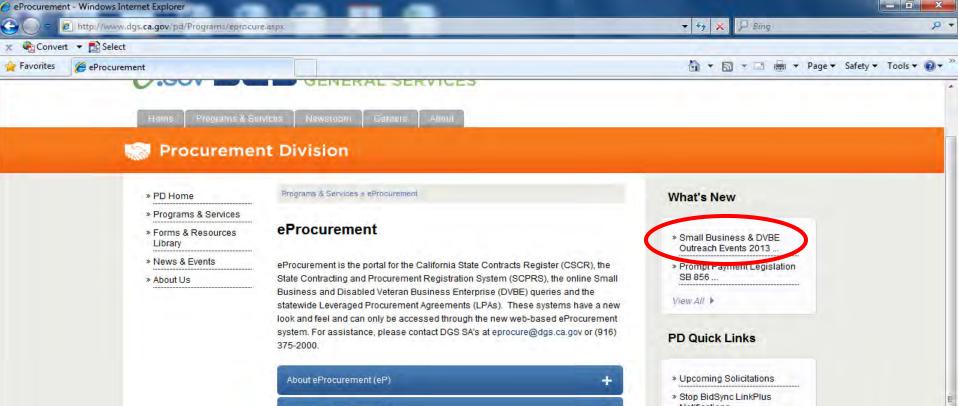
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Office of rechnology Services P.O. Box 1810 Rancho Cordova, CA	State Telephone Directory		*
95741-1810	State of California Agency	Public	
(916) 464-7547	HOUSING FINANCE AGENCY, CALIFORNIA		
info@state.ca.gov	1121 L Street, 7th Floor Sacramento 95814		
	Executive Director-Theresa A. Parker	916-324-4638	
	General Information	916-322-3991	
	Facsimile (FAX) Number	916-445-3961	
	ADMINISTRATION DIVISION	- 1	
	Business Services	916-445-4334	
	Information	916-322-1371	
	Information Technology	916-322-6175	
	Personnel	916-322-3996	
	FINANCING DIVISION		
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Market Your Business

News and Events

- Keep up-to-date on news and events relevant to the SB/DVBE community
- Visit our website at:

www.dgs.ca.gov/pd/communicationsoutreach



Access eProcurement (eP)	-
Bidding Opportunities	
Small Business & Disabled Veterans Business Enterprise Services	
State Contracting & Procurement Registration System (SCPRS)	
View Statewide Contracts	-
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Events Calendar 2013

Online Webinars

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Monday Aug. 12	9:00 am - 11:00 am	I'm Certified, Now What? Webinar	Online	DGS	https://www2.gotomeeting.c om/register/444010082
Thursday Aug. 15	1:00 pm - 3:00 pm	I'm Certified, Now What? Webinar	Online	DGS	https://www2.gotomeeting.c om/register/782172842

Northern Region (Del Norte, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity)

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
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North Central Region (Butte, Colusa, El Dorado, Glenn, Lake, Marin, Mendocino, Napa, Nevada, Placer, Sierra, Solano, Sonoma, Sutter, Yolo, Yuba)

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Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Thursday, Sept. 12	9:00 am - 12:00 pm	How to do Business with the State of CA	SAFE BIDCO 1377 Corporate Center Parkway Santa Rosa, CA	Sonoma SBDC	www.sonomasbdc.org or call 707.253.3210
Thursday Nov.5	9:00 am - 12:00 pm	How to do Business with the State of CA	Petaluma Chamber of Commerce 6 Petaluma Blvd. Suite A-2 Petaluma, CA	Sonoma SBDC	www.sonomasbdc.org or call 707.253.3210

Sacramento

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Tuesday Aug. 13	9:00 am - 12:00 pm	Doing Business with Sacramento County	Del Paso BIC 925 Del Paso Blvd. Sacramento, CA	County of Sacramento	Email delpasobic@delpaso.seta.ne t
Thursday Aug. 22	9:00 am – 10:30 am	How to Use Public Purchase eProcurement	Franklin Business Information Center 7000 Franklin Blvd., Suite 540 Sacramento, CA	County of Sacramento	Call Dianna Nash: 916.563.5155
Wednesday Sept. 18 – Friday Sept. 20		Annual Conference and Expo	Sacramento ConventionCenter 1400 J Street Sacramento, CA	League of CA Cities	www.cacities.org/education- Events/2013-Annual- Conference
Thursday Sept. 26		Metro Expo	McClellan Park 3034 Peacekeeper Way McClellan, CA	Metro Chamber of Commerce	
Wednesday Oct. 16	8:45 am - 6:00 pm	Sarta AgStart Showcase	McClellan Conference Center 3410 Westover Street Sacramento, CA	Sarta CleanStart	https://www.sarta.org/agstart /AgStart_Showcase.html#re gister
Friday Sept. 20	8:30 am 12:00 pm	Caltrans Business Meeting	Lanatt Street training Center 3390 Lanatt Street, Sacramento CA	Caltrans	

Central Region

Central Region (continued) (Alameda, Alpine, Amador, Calaveras, Contra Costa, Mariposa, Merced, Mono, Oakland, San Joaquin, San Francisco, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tuolumne)

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Thursday Sept. 5	9:00 am – 12:00 pm	Small Business Certification Workshop	Caltrans District 10 Office 1976 E. Dr. Martin Luther King Jr. Blvd. Stockton, CA	California High-Speed Rail	Email: sbworkshops@hsr.ca.gov
Wednesday October 9,	8:00 am 12:30 pm	GetConnected	University of Pacific Alex G Spanos Center 1178 Larry Heller Drive Stockton, CA	Stockton PAC	https://getconnectedoct9.e ventbrite.com
Thursday Oct. 31	10:00 am - 2:00 pm	Matchmaker Workshop	Executive Inn & Suites Oakland 1755 Embarcadero Oakland, CA	Bay Area Business Roundtable	Call Bernard Ashcrat at: 510.444.6441

South Central Region (Fresno, Inyo, King, Madera, Monterey, San Benito, Tulare)

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Thursday Aug. 15 – Saturday Aug. 17	8:00 am – 5:00 pm	Ron Brown Business Summit	RadissonHotel & Conference Center Fresno 2233 Ventura Street Fresno, CA	California Black Chamber of Commerce	http://library.constantcontact com/download/get/file/11031 80196120- 162/Summit++agen-reg- 2013.pdf
Thursday Aug. 29	9:00 am - 12:00 pm	Small Business Certification Workshop	Employment Connection 4025 West Noble, Suite B Visalia, CA	California High-Speed Rail	Email: sbworkshops@hsr.ca.gov
Tuesday Sept. 10	9:00 am - 12:00 pm	Small Business Certification Workshop	City of Fresno City Hall 2600 Fresno Street – Room 1054 Fresno, CA	SCORE / SBA	www.centralvalleyscore.org
Wednesday Oct. 9	7:30 am 1:30 pm	Small Business Expo	Sherwood Hall 940 N. Main Street Salinas, CA 93901	CPUC /Comcast	https://ia.cpuc.ca.gov/smbiz
Wednesday Sept. 11	9:00 am – 12:00 pm	Procurement Technical Assistance Center	Hotel Abrego 755 Abrego Street, Conference Room Monterey, CA 93940	Monterey Procurement Technical Assistance Center	www.montereybayptac.com.
Thursday Sept. 24	9:00 am - 12:00 pm	How to do Business with the State	District Director 942, Central California 801 R Street, Suite 201 Fresno, CA	SCORE / SBA	www.centralvalleyscore.org

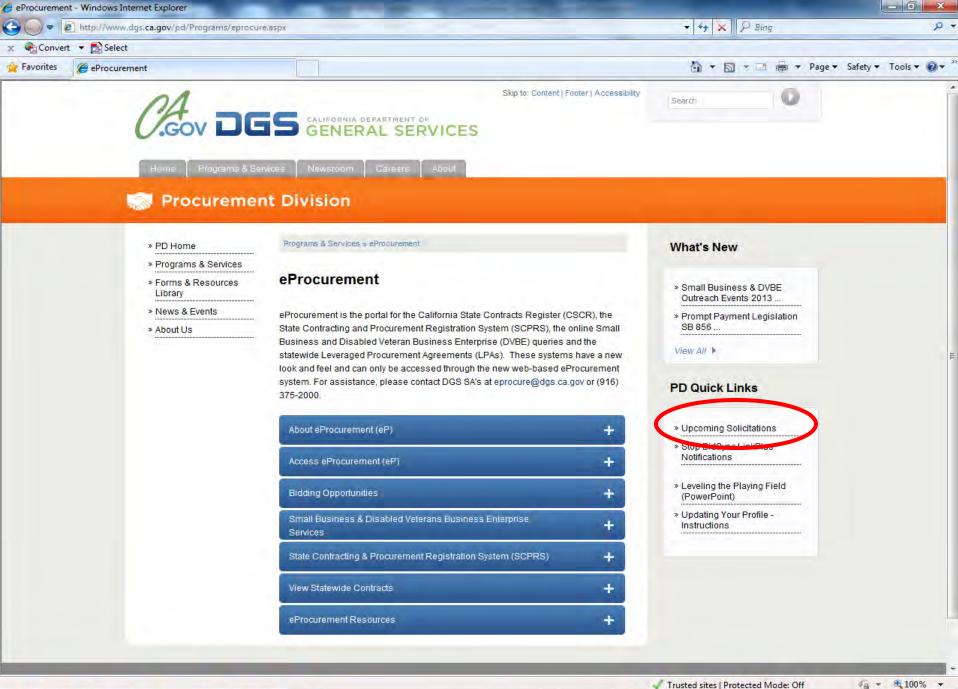
Southern Region (Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura)

Date	Time	Name of Event	Location	Sponsor(s)	Registration Information
Saturday Jul. 27 (every Saturday until Sept. 21)	9:30 am – 12:30 pm	Business Plan Writing Class	Business Enterprise Center 6109 S. Western Avenue Los Angeles, CA	City of Los Angeles	Email <u>lelliott@vsedc.org</u> or call 323-789-4515
	Action to be		OLN Conference Center	123125 E. May 6	No. TANK STATES OF STATES

CAL-Card VISA

- Accept the State's CAL-Card VISA and you can receive payment in two to three days
- If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA
- If not, contact your bank to determine how you can do this





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Contract Title/Description	Anticipated Release Date	Point of Contact	Phone Number	Email
Ammunition	July 30, 2013	Eileen Tardiff	(916) 375-4463	eileentardiff@dgs.ca.gov
Cheese	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.gov
Bread	Mid July	Robert Ulirey	(916) 375-4431	robert.ullrey@dgs.ca.gov
Frozen Juice	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.gov
Mexican Entrees	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go\
Grill Oil	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.gov
Condiments	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.gov
Frozen Fruit and Vegetables	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go
Tortillias	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go
Milled Rice	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go
Pasta	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go
Теа	Mid July	Robert Ullrey	(916) 375-4431	robert.ullrey@dgs.ca.go
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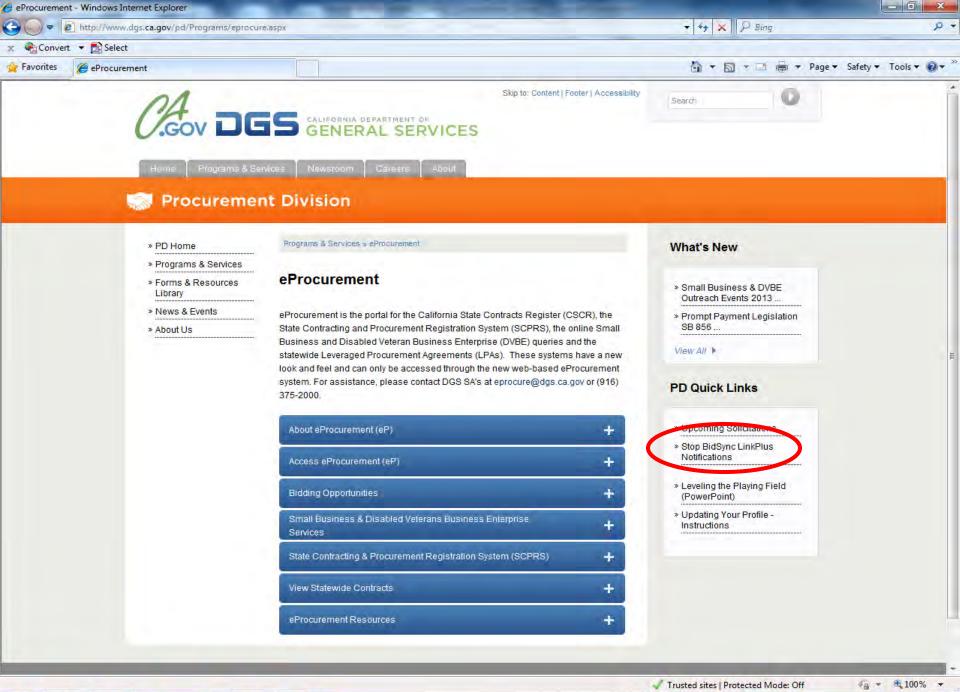
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No More emails from BidSync Links Plus

Step 1: Log on to *www.eprocure.dgs.ca.gov*—In the *Access eProcurement (eP)* box (second blue bar), <u>click</u> *Login*. Enter your user name and password. (Call Bidsync at 1-800-990-9339 if user name and/or password are forgotten. They are case-sensitive.)

Step 2: <u>Click</u> My Account located in the blue bar at the top of the page.

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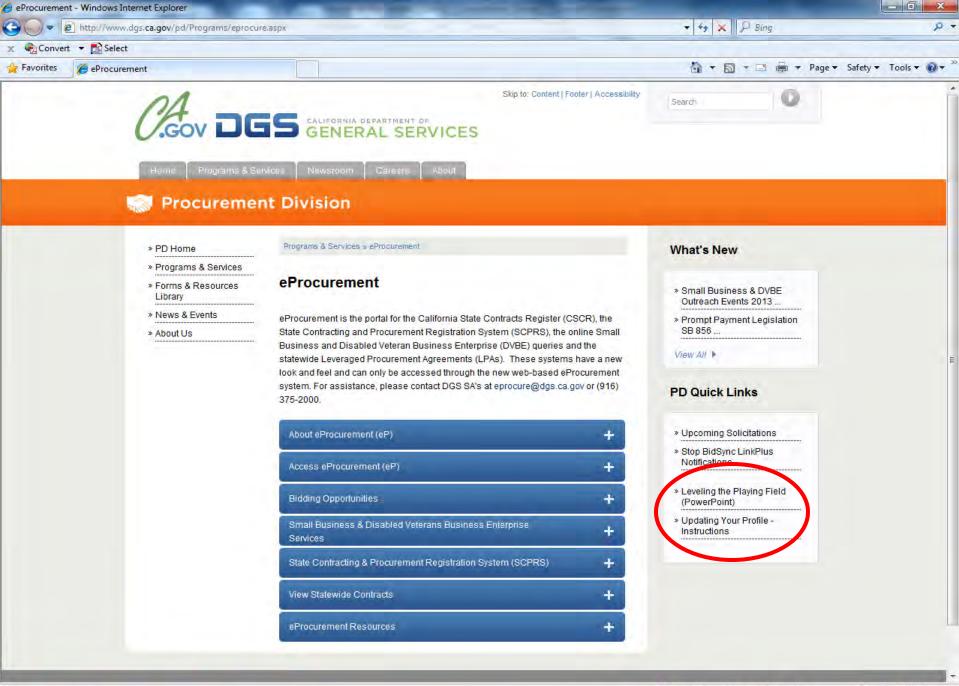
Step 3: Under Profile Setup, **Regions**, <u>click</u> Edit. <u>Scroll</u> to the bottom of the page and <u>Click</u> De-select All; <u>scroll</u> to the top of the page and <u>check</u> California only; <u>click</u> Save.

Step 4: Under Profile Setup, **Notifications**, <u>click</u> Edit. Make sure that the last two items are **NEVER**, ("Send me a daily list of BidSync Links Plus bids" and "Send me exclusive special offers and promotions"). <u>Click</u> Save.

Step 5: Under Profile Setup, Agency Types, <u>click</u> Edit and <u>de-select</u> everything <u>except</u> State. <u>Click</u> Save.

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Leveling the Playing Field (Updating Your Profile) eProcurement





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-		These instructions are to accompany the Power Point "Leveling the Playing Field". Make a copy of the Power Point presentation, number the slides (1) to (61), and follow these instructions. Word/Excel 2010 versions used.
-		 www.eprocure.dgs.ca.gov (Make this link a favorite) (1) (2) <u>CLICK</u> the 4th Blue Bar-Small Business and DVBE Services (3)
-		 <u>CLICK</u> SB/DVBE <u>SEARCH (4)</u> SCROLL down to Keywords, put in a keyword, <u>SCROLL</u> down to bottom left of page and <u>CLICK</u> <u>SEARCH</u> (5) (6) (7) <u>CLICK</u> Generate Export List (CSV Format) located at the top right of the page (8) OPEN _ SAVE to desktop (9) (10)
		How to update your keywords:
		 <u>HIGHLIGHT</u> ENTIRE Column R, <u>COPY</u> and <u>PASTE</u> into a new Word document. You are limited to 255 characters: eliminate words that don't belong, don't repeat words, don't use periods, commas, extraneous words like: and, the, no, &'s. Your profile should look like this: word space word space, etc. (11) (12) (13) <u>TOOLS</u>, <u>WORD COUNT</u> ((<i>Characters (with spaces</i>) cannot exceed 255 characters) (14) (15) <u>TOOLS</u>, <u>SPELLING AND GRAMMAR</u>, <u>SPELL CHECK (16) (17)</u> <u>SAVE</u> Word document for profile (18)
		How to update your UNSPSC Classification codes:
		 <u>GO BACK</u> to the Generate Export List and <u>HIGHLIGHT</u> ENTIRE Column Q, <u>COPY</u> and <u>PASTE</u> into a new Excel spreadsheet in Column A (19) (20) (21) (22) <u>DELETE</u> the entire line 1 (UNSPSC and <u>NAICS_CODES</u>) (23) (24) <u>HIGHLIGHT</u> ENTIRE Column A (25) (26) (27)
1		 DATA, TEXT TO COLUMNS, DELIMITED, NEXT, UNCHECK TAB, CHECK SEMICOLON, NEXT, FINISH (This

T, FINISH (This will put classifications codes into separate columns.) (26) (27) (28) (29) (30) (31)

At this point, if you only have 30 or less UNSPSC codes, save and print your pages. Manually delete any duplicate UNSPSC codes on your printout and skip to "How to update your profile" (51), otherwise continue.

- HIGHLIGHT A1 ONLY (32) .
- VIEW, MACROS, RECORD MACRO, OK (33) (34) (35) (36) .
- VIEW, MACROS, VIEW MACROS HIGHLIGHT Macro 1, EDIT, HIGHLIGHT the script and DELETE it from the page, COPY "JustDolt" Macro text from macro at the bottom of these instructions, PASTE on deleted script page, CLOSE page, CLICK RUN, RUN SUB/USER FORM, (Computer is now creating a list of UNSPSC classification codes) (37) (38) (39) (40) (41) (42) (43)
- CLICK the X (Excel Icon on the top left side of page under File) (44) (45) Please wait You should have a list of UNSPSC classification codes in ascending order after a few minutes.

SAVE and PRINT [You are NOT limited to the number of codes; however, make sure that you use only the applicable ones! If your list is long, you may want to save paper and cut/paste the document and make it look like Slide 46.] (46) (47)

How to update your profile:

- www.eprocure.dgs.ca.gov (FAVORITE) (48)
- CLICK the 2nd Blue Bar-Access eProcurement (49)
- LOGIN using your Bidsync User name and Password (50) (51)
- CLICK My Account (52)

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- Under OPTIONAL PROFILE SETUP, UNSPSC Classifications, CLICK Edit (53) (54) (Individually UPDATE each UNSPSC code using your printed Excel spreadsheet list.)
- Under OTHER SETTINGS, Company Keyword Search Terms, CLICK Edit (55) (56) (Individually update your keywords using your printed Word document and CONFIRM)
- Under AGENCY PROFILE REGISTRATIONS, CLICK The State of California (57) . COTICION TIONO OLION D

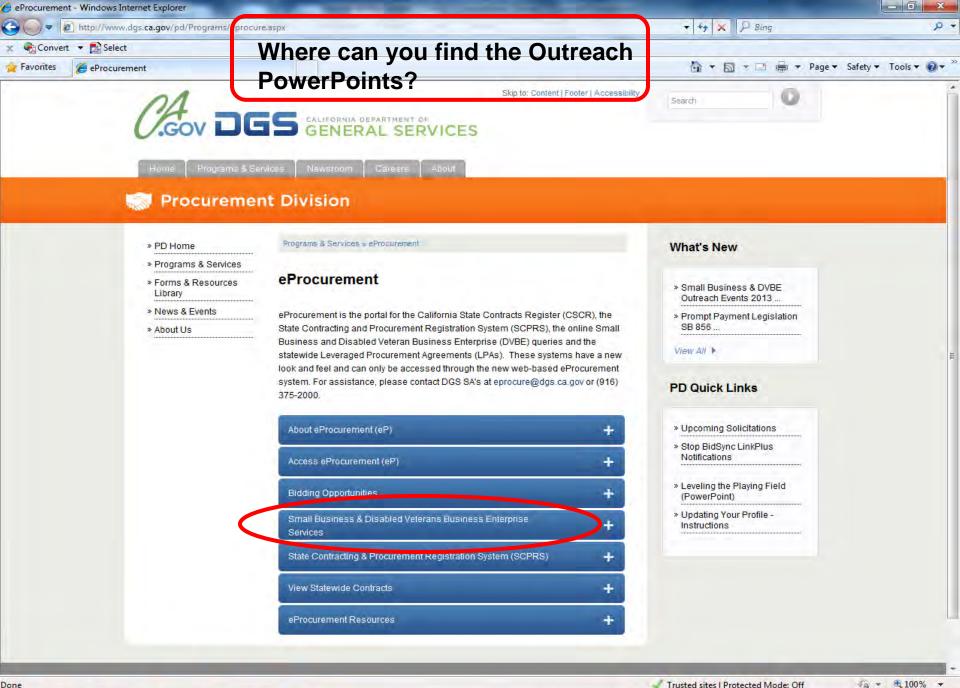
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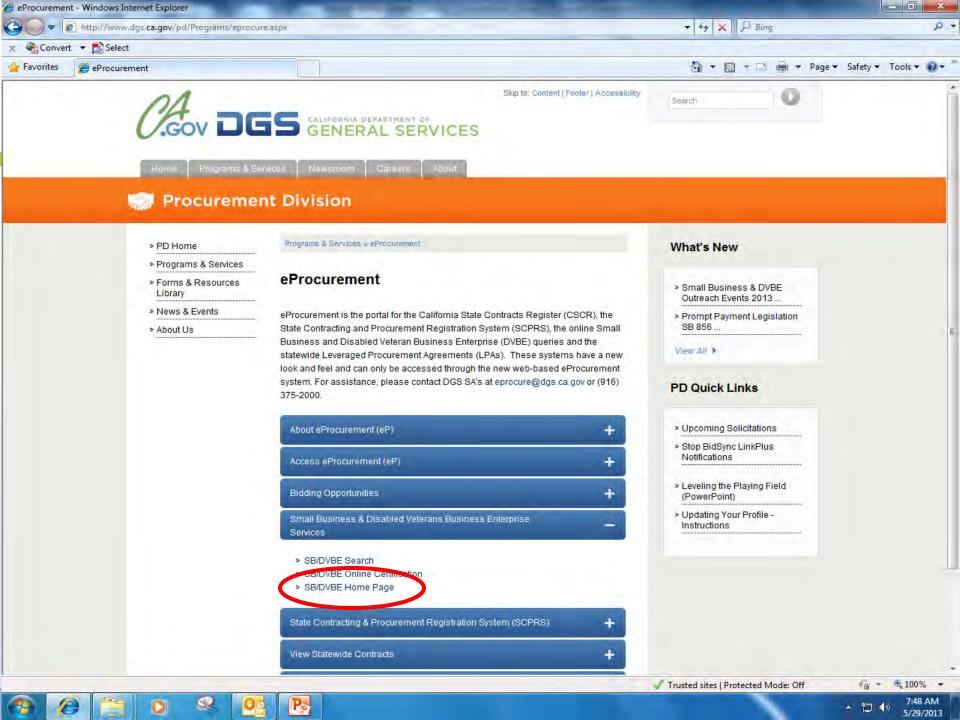
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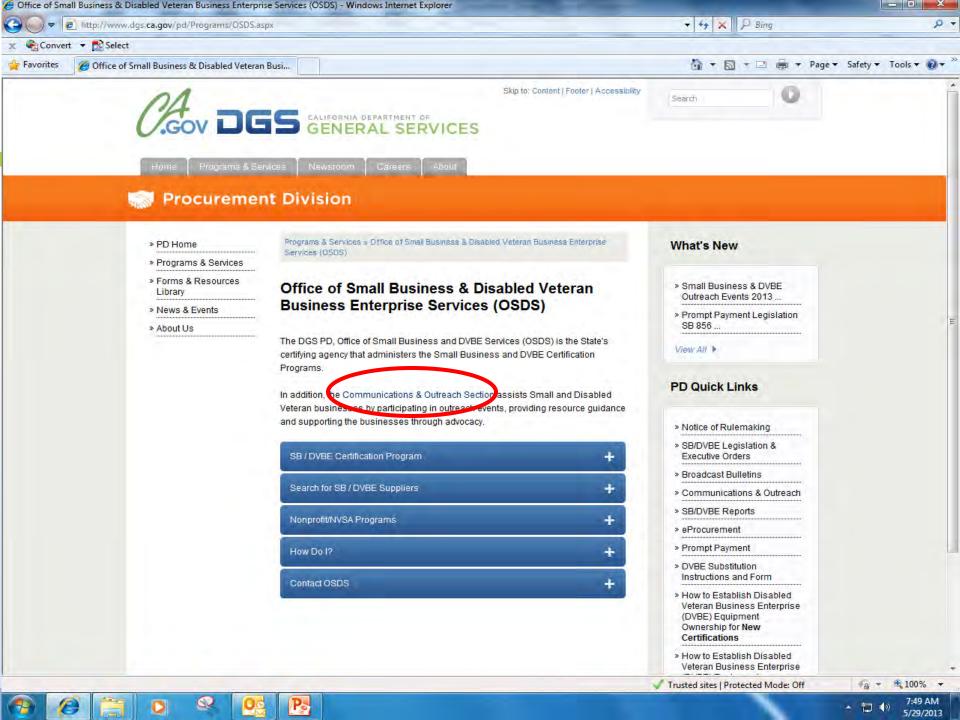


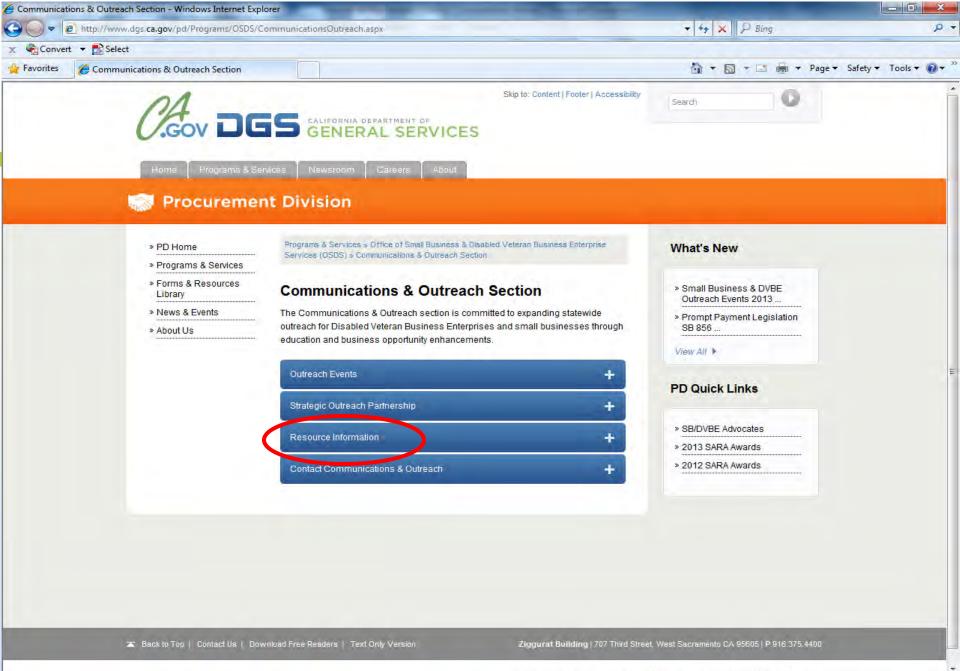
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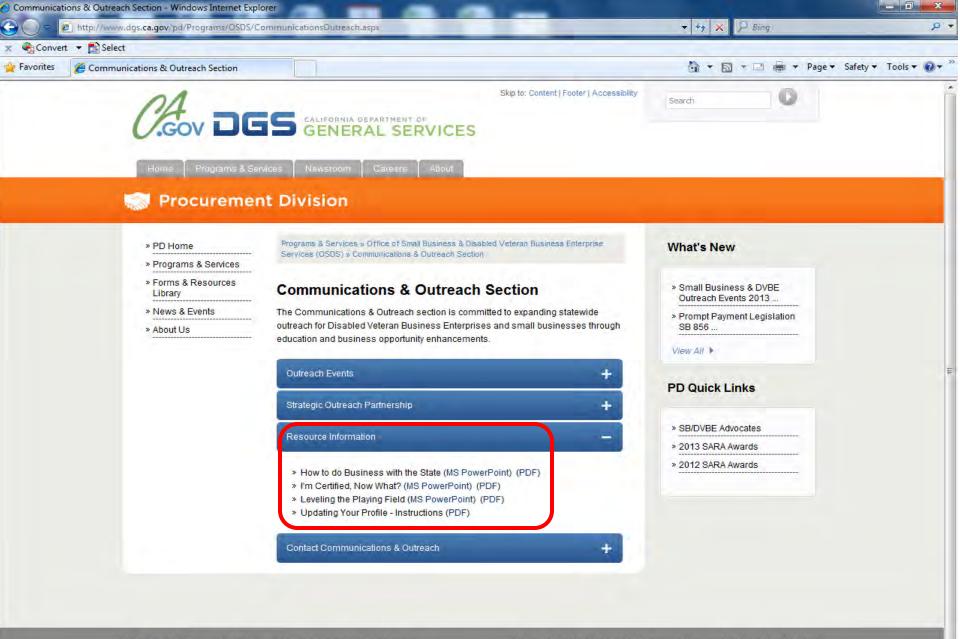






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- We wish you success!
- Email us at Advocate@dgs.ca.gov or
- Phone us at (800) 559-5529