

How to do business with State Government

1 Apply for certification as a **Small Business or Disabled Veteran Business (DVBE)**

- It's easy
- Applications are on our website, www.dgs.ca.gov/pd, click on *Small Business*

2 Small Business and DVBE Certification **Benefits**

- State agencies are mandated to use 25% Small Business and 3% DVBE participation in their procurements
- A **5% preference** provision for Small Business in the competitive bid process
- Agencies use our Certified Firm database to find suppliers
- Government Code 14838 allows state agencies to spend up to **\$100,000** if they get price quotes from two certified Small Businesses/DVBEs and award to either of them

3 Use the **California State Contracts Register**

- Agencies use this to post their solicitations, RFPs, etc. when they go out to bid
- A good source for subcontracting opportunities
- Go to www.dgs.ca.gov/pd, click on the *Contracts Register & SOS link*

4 Sign up with the **Subscription Outreach Service (SOS)**

- Users get automatic notices of solicitations e-mailed (or faxed) to them
- Sign up at www.dgs.ca.gov/pd, click on the *Contracts Register & SOS link*

5 Look into becoming a **CMAS** contractor

- Agencies can buy directly from CMAS contractors
- No administration fee when they purchase from a certified Small Business CMAS contractor
- Local government and education use CMAS contractors
- For more information go to www.dgs.ca.gov/pd, click on *CMAS* or call (916) 375-4363

6 **Market** your company to state agencies

- State agencies have Small Business/DVBE Advocates to contact for marketing; the directory is located on our website www.dgs.ca.gov/pd, click on *Publications*, then *Small Business/DVBE Publications*
- Find a list of agencies with purchasing authorization on our website at www.dgs.ca.gov/pd, click on *Delegation*, then *Departments with Delegated Purchasing Authority*
- Use the State Phone Book (California Online Directory) at www.cold.ca.gov
- Showcase your recycled-content products. State agencies are required to buy recycled. For more information, visit: www.ciwmb.ca.gov/BuyRecycled

Businesses can learn about all the programs mentioned here—and more—on our website at www.dgs.ca.gov/pd, click on *Small Business*

QUESTIONS? Call us at (916) 375-4940 or (800) 559-5529



Small Business and DVBE Services Branch
California Department of General Services • PROCUREMENT DIVISION

IN A NUTSHELL

Costs You
Nothing!