Small Business Enterprise (SBE) Certification and Benefits

Certification Instructions and Access
Firms that have registered with eProcurement, seeking recertification or updating certification profile:

- **Login** to your registered Cal eProcure profile.

First time certification applicants

- [Registration Instructions](#) (PDF)
- **Register** to create a new eProcurement supplier profile.

There is no registration fee. This procurement tool also provides the ability to receive email or fax bid notifications; download or respond to State of California bid solicitations and receive contract award notices. If you have any questions or are experiencing technical issues regarding the virtual tools, please contact OSDS Help.

Certification Expedite Process

**APPLICANTS:** Expedite requests are processed on a first-in, first-out basis as determined by the bid due date and the date the expedite request is submitted. An expedite request only guarantees that the application will be assigned for review by the bid due date.

You must be actively bidding on an upcoming state of California solicitation or reciprocity partner solicitation in the line of business for which you are certified. **NOTE:** Equipment rental requests to expedite an application are accepted only during a declared state of emergency (by executive order) at the request of the awarding state department.

The law allows certification applicants until 5 p.m. of the bid due date to properly submit a complete certification application and all required supporting documentation. However, a written expedite request and a complete application package should be submitted a minimum of 5-10 working days prior to the bid due date. Expedite requests will be considered as follows:

1. A complete application including **all required** supporting documents have been submitted. An incomplete submittal will delay the certification decision.
2. A written expedite request signed by the business owner, officer, or contact person indicated on the application or the electronic application’s supplier profile.
3. A copy of the state solicitation which indicates the bid due date. In the case of a state reciprocity partner, also submit the solicitation page which requires the State’s certification.
4. You may mail, fax, or hand-deliver your expedite package to:

Office of Small business and DVBE Services (OSDS)

ATTN: BDD Unit

707 3rd Street, 1st Floor, Room 1-400, MS 210
West Sacramento, CA 95605

Small Business Eligibility Requirements

In order for a small business to be eligible for certification, the small business must meet the following requirements:

- Be independently owned and operated;
- Not dominant in field of operation;
- Principal office located in California;
- Owners (officers, if a corporation) domiciled in California; and,
- Including affiliates, be either,
  - A business with 100 or fewer employees; an average annual gross receipts of $15 million or less, over the last three tax years;
  - A manufacturer* with 100 or fewer employees; or,
  - A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than $3,500,000; or the small business is a manufacturer with 25 or fewer employees.

* For Small Business Certification purposes, a manufacturer is a business that is both of the following:

1. Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.

Small Business Certification Benefits

Upon meeting the Small Business Certification eligibility requirements, certified small business (SBs) and microbusinesses (MBs) are entitled to the following benefits:

- A five percent (5%) bid preference on applicable State solicitations;
- As a certified small business/microbusiness, you are eligible for the State's Small Business Participation Program. This program sets a goal for the use of small businesses in at least 25% of the State's overall annual contract dollars;
• Under the Prompt Payment Act, the State must pay a certified SB / MB higher interest penalties for late payment of an undisputed invoice. Prompt payment penalties for construction firms are addressed separately under Public Contract Code, Section 10261.5);

• State agencies may use a streamlined process, known as the SB/DVBE Option, by contracting directly with a California certified small business/microbusiness for goods, services, information technology and Public Works projects. The solicitation must be valued at more than $5,000 and the State agency must obtain price quotes from at least two California certified small business/microbusiness;

Effective January 1, 2010, the maximum thresholds are:

Goods, Services, or Information Technology - $249,999.99
Public Works - $250,000

Effective January 12, 2012, the maximum thresholds are:

Goods, Services, or Information Technology - $249,999.99
Public Works - $291,000 (Effective 1/30/14: BL 14-01)

• The DGS-PD charges State and local agencies an administrative fee, when contracting with a California Multiple Award Schedules (CMAS) vendor. As an incentive, the fee is waived, if the CMAS vendor is a certified small business/microbusiness;

• As an incentive, a non-small business prime contractor, who uses certified small business/microbusiness subcontractors for at least 25% of its net bid price, is eligible for a bid preference of five percent (5%) of the lowest responsible bid, when competing against another non-small business; and, When applying bidder preferences, in which non-small business bidders may be eligible, certified small business/microbusiness bidders have precedence over non-small business bidders.

NOTE: Small business/microbusiness bids cannot be displaced by non-small business/microbusiness bids, when applying any applicable lawful preferences.

You can now become a certified SB/DVBE online! To go directly to our online portal Cal eProcure, click here. For online certification instructions, click here.

If you have any questions regarding the Small Business Certification eligibility requirements and benefits, please contact OSDS Help at (916) 375-4940 or by email.

Find a USDVA Facility
Use the facility locator or call 1-877-222-VETS (8387).
Contact Your County Veteran Service Office (CVSO)

The County Veterans Service Offices (CVSO) are locally-funded agencies established to assist Veterans and their families in obtaining benefits and services accrued through military service. These County Veteran Service Offices promote the interest and welfare of Veterans, their dependents, and their survivors by enhancing their quality of life through counseling, education, benefits assistance, and advocacy. They connect Veterans to their benefits by assisting in their interactions with the USDVA.

- Visit the CalVet website for more information, OR
- Find the CVSO closest to you, OR

CalVet strongly recommends you to work with the CVSO nearest you. Your CVSO can guide you through the benefits and services available as well as help connect you with other local resources.

eBenefits

Apply for and manage compensation, pension, housing, education and training, healthcare, insurance, and burial benefits through www.ebenefits.va.gov.

Questions/Comments

Email us at CalTAP@calvet.ca.gov

Source:

http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx
http://www.dgs.ca.gov/pd/Programs/OSDS.aspx