



THE ROAD TO DO BUSINESS
WITH CALTRANS
CONTRACTING AND PROCUREMENT RESOURCE GUIDE

OFFICE OF CIVIL RIGHTS

For individuals with disabilities, this document is available in Braille, large print, audiocassette, or computer disc. It is also available in an alternative language. To obtain a copy in one of these formats, please email us at smallbusinessadvocate@dot.ca.gov or call (916) 324-0449, TTY: 711.

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CONTENTS

PART I. OVERVIEW.....	5
CALTRANS MISSION.....	5
OFFICE OF CIVIL RIGHTS	5
CALTRANS DISTRICTS & COUNTIES	6
SMALL BUSINESS PROGRAM DIFFERENTIATION CHART FOR CONSTRUCTION CONTRACTS.....	7
PART II. DBE PROGRAM (FEDERAL)	10
BENEFITS OF DBE CERTIFICATION.....	10
DBE ELIGIBILITY	10
DBE APPLICATION	11
DBE SUPPORTING DOCUMENTS CHECKLIST	11
NAICS AND WORK CODES	13
CALTRANS DBE APPLICATION PROCESSING FLOW CHART	15
DBE CERTIFYING AGENCIES.....	16
DBE COMMERCIALLY USEFUL FUNCTION	16
ADDITIONAL DBE RESOURCES	17
PART III. SB AND DVBE PROGRAMS (STATE)	19
SB/DVBE BENEFITS	19
SB ELGIBILITY.....	19
DVBE ELGIBILITY	19
STATE BIDDER REGISTRATION PROCESS	20
SB/DVBE CERTIFICATION APPLICATION.....	20
SB/DVBE OPTION.....	20
KEYWORDS AND UNITED NATIONS STANDARD PRODUCTS SERVICES CODES (UNSPSC)	21
SB/DVBE COMMERCIALLY USEFUL FUNCTION	21
ADDITIONAL SB/DVBE RESOURCES	22
PART IV. PROCUREMENT INFORMATION	24
GOODS AND SERVICE CONTRACTS	24
STATEWIDE PROCUREMENT AND SERVICE CONTRACTS.....	24
PAST PURCHASES AND BUYER CONTACT INFO.....	24
CAL CARD	24
LEVERAGED PROCUREMENT AGREEMENTS	24
CALIFORNIA MULTIPLE AWARD SCHEDULES.....	25
PRODUCT EVALUATION PROGRAM (PEP)	25
COVID-19 PROCUREMENT.....	25

EXAMPLES OF MAJOR COMMODITIES/SUPPLIES	25
EXAMPLES OF SERVICE CONTRACTS	26
DIVISION OF PROCUREMENT AND CONTRACTS.....	26
PART V. CONTRACTING INFORMATION	28
CONTRACTOR'S CORNER	28
CONSTRUCTION LOOK AHEAD REPORT	28
CURRENTLY ADVERTISED CONSTRUCTION PROJECTS	28
CONSTRUCTION BID ITEMS (FOR SUBCONTRACTORS AND SUPPLIERS).....	28
CALTRANS ELECTRONIC BIDDING.....	28
ARCHITECTURAL & ENGINEERING CONTRACTS.....	28
LABOR COMPLIANCE	29
PROMPT PAYMENT	29
PREVAILING WAGE	29
ADDITIONAL CERTIFICATIONS	30
APPENDIX.....	32
Helpful links	32

PART I. OVERVIEW



PART I. OVERVIEW

The California Department of Transportation (Caltrans) assures that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, as required by [Title VI of the Civil Rights Act of 1964](#), as amended, the [Civil Rights Restoration Act of 1987](#), and [Federal Executive Order 12898](#) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations). Caltrans will make every effort to ensure nondiscrimination in all of its programs and activities, whether they are federally funded or not, and that services and benefits are fairly distributed to all people, regardless of race, color, or national origin. In addition, Caltrans will facilitate meaningful participation in the transportation planning process in a nondiscriminatory manner.

CALTRANS MISSION

Provide a safe and reliable transportation network that serves all people and respects the environment.

OFFICE OF CIVIL RIGHTS

[Caltrans Office of Civil Rights \(OCR\)](#) is dedicated to increasing the participation of Small Business (SB), Disadvantaged Business Enterprise (DBE), and Disabled Veteran Business Enterprise (DVBE) firms in both Federal and State contracting and procurement. OCR ensures non-discrimination in the execution of contracts and promotes positive external customer relations, following the eight codes of federal regulations¹:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs.
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.
- To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law.
- To ensure that only firms that fully meet this part's eligibility standards are permitted as DBEs.
- To help remove barriers to the participation of DBEs in DOT-assisted contracts.
- To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients.
- To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

¹ 64 FR 5126, Feb. 2, 1999, as amended at 79 FR 59592, Oct. 2, 2014

CALTRANS DISTRICTS & COUNTIES



[District-1](#) - Eureka (Del Norte, Humboldt, Lake, and Mendocino)

[District-2](#) - Redding (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Butte, and Trinity)

[District-3](#) - Marysville/Sacramento (Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba)

[District-4](#) - Bay Area/Oakland (Sonoma, Napa, Solano, Marin, San Francisco, Contra Costa, Alameda, San Mateo, and Santa Clara)

[District-5](#) - San Luis Obispo/Santa Barbara (Santa Barbara, San Luis Obispo, Monterey, San Benito, and Santa Cruz)

[District-6](#) - Fresno/Bakersfield (Madera, Fresno, Tulare, Kings, Western Kern)

[District-7](#) - Los Angeles (Los Angeles and Ventura)

[District-8](#) - San Bernardino/Riverside (Riverside and San Bernardino)

[District-9](#) - Bishop (Inyo, Mono, and Eastern Kern)

[District-10](#) - Stockton (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne)

[District-11](#) - San Diego (San Diego and Imperial)

[District-12](#) - Santa Ana (Orange)

SMALL BUSINESS PROGRAM DIFFERENTIATION CHART FOR CONSTRUCTION CONTRACTS

	Disadvantaged Business Enterprise (DBE)	Disabled Veteran Business Enterprise (DVBE)	Small Business (SB)
Program Type	Federal (Fiscal Year: Oct 1 st – September 30 th)	State (Fiscal Year: July 1 st – June 30 th)	State (Fiscal Year: July 1 st – June 30 th)
Regulations	Title 49, Subtitle A, Part 23 Title 49, Subtitle A Part 26	Military and Veteran Code, Division 4, Chapter 6	Title 2, Division 3, Part 5.5, Chapter 6.5, Small Business Procurement and Contract
Related Standard Specifications	2-1.33B(2) Federal Aid Contracts Page 26 of the 2018 Standard Specifications	2-1.15 Disabled Veteran Business Enterprises Page 22 of the 2018 Standard Specifications	2-1.18 Small Business and Non-Small Business Preference Page 24 of the 2018 Standard Specifications
Certifying Agency	California Unified Certification Program (CUCP), including Caltrans	Department of General Services	Department of General Services
Codes Used	Work Codes and NAICS Codes	UNSPSC	UNSPSC
Overall Participation Goal	Current goal of 22.2 percent	Overall goal is an aggregate 3 percent per Public Contracting Code 10115 .	Overall goal is an aggregate 25 percent per Senate Bill 103
Contract Goals	Goals are set on a contract-by-contract basis, using a goal setting methodology	Goals are set by contract size	No contract specific goals, but firms can qualify for a SB preference
Commercially Useful Function	Division of Construction reviews CUF performance in the field	Division of Construction reviews CUF performance in the field	Division of Construction reviews CUF performance in the field.

	5-1.13B Disadvantaged Business Enterprises Page 44 of the 2018 Standard Specifications	5-1.13C Disabled Veteran Business Enterprise Page 46 of the 2018 Standard Specifications	5-1.13D Non-Small Business Page 47 of the 2018 Standard Specifications
Prompt Payment Issues	To report payment issues, please visit the Stop Payment Notice website View Prime contractor payments at the Construction Major Payments website	To report payment issues, please visit the Stop Payment Notice website View Prime contractor payments at the Construction Major Payments website	To report payment issues, please visit the Stop Payment Notice website View Prime contractor payments at the Construction Major Payments website
Complaints	DBE Complaint Form(PDF)	DVBE Complaint Form (PDF)	Submit complaint documentation to: SB.DVBCompliance@dgs.ca.gov

Part II. DBE PROGRAM (FEDERAL)



PART II. DBE PROGRAM (FEDERAL)

The DBE Program is a legislatively mandated program implemented by the states as a condition of receiving federal funds via the [Federal Highway Administration \(FHWA\)](#) and [Federal Transportation Administration \(FTA\)](#) who oversees the program for their respective areas. Caltrans' DBE Program is managed and administered by the OCR. Overall, it is the responsibility of the Caltrans Director to implement the Department's Policy of nondiscrimination. The Director has delegated responsibility for developing, implementing, and monitoring the daily operations of the DBE Program to the DBE Liaison Officer, the Deputy Director of OCR.

Additionally, OCR coordinates efforts in collaboration with the 12 Caltrans districts located within California. Each district provides a District Small Business Liaison (DSBL) which serves as the primary contact for all small business-related concerns. DSBLs provide outreach and advocacy services within their respective districts.

Caltrans 2022-2024 overall DBE Participation goal is 22.2%.

BENEFITS OF DBE CERTIFICATION

A firm who is certified may benefit in the following ways:

- Certification is recognized by over 700 local agencies in California.
- Expands opportunities to participate in federally-funded projects.
- Become accessible to prime contractors needing to fulfill DBE participation goal requirements.
- Listing in official directories such as the DBE database used by prime contractors.
- Increase opportunities to network at events such as procurement fairs and pre-bids.
- Eligible for mentor protégé opportunities such as Caltrans' Calmentor programs.
- **No fees to apply**, except the cost of having your application notarized.

DBE ELIGIBILITY

All firms must meet the DBE eligibility to become certified. The DBE basic eligibility requirements are listed below:

- Societal and Economic Disadvantage: A disadvantaged owner must be a must be a U.S. Citizen (or resident alien) and meet the federal definition of socially and economically disadvantaged as defined in the Code of Federal Regulation 49 CFR Part 26.67. Presumptive groups include women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, or any individual found to be socially and economically disadvantaged on a case-by-case basis.
- Personal Net Worth: Only disadvantaged persons having their personal net worth (PNW)_of less than \$1.32 million can be considered as a potential qualified DBE.

- Business Size Standard: A firm (including affiliates) must be a small business as defined by the U.S. States Small Business Administration. Average annual gross receipts over the previous three fiscal years may not exceed \$26,290,000 (\$56,420,000 for airport concessions in general, with some exceptions). Lower size standards may apply depending on business activity determination.
- Ownership: Must be a for-profit small business, where socially and economically disadvantaged individual(s) own at least 51 percent interest in the firm.
- Independence: The business must not be affiliated with another firm in such a way as to compromise its independence and control.
- Management and Control: The DBE owner(s) must possess the power to direct or cause the direction of the management and policies of the firm and to make day-to-day decisions, as well as long term decisions on matters of management, policy, and operations.

DBE APPLICATION

Applications are completed electronically, please visit the [California Unified Certification Program](#) to apply. You will need to create an account in the system to complete your certification application.

Information needed to create your account:

- Firms Tax ID
- Business Information
- Contact Information
- Company Contact Person

Creating an account will allow you to:

- Complete your application
- View your profile
- Complete Annual Update Affidavits

Although Caltrans uses an electronic system, paper applications are also accepted. For a copy of the certification forms or more information please visit [Civil Rights | Caltrans](#).

For Assistance with your DBE Application call (916) 324-1700 or email DBE.Certification@dot.ca.gov

DBE SUPPORTING DOCUMENTS CHECKLIST

The DBE application includes a supporting documents checklist on the last pages of the application. The checklist is a list of all items and supporting documentation that will be needed when submitting your application. This checklist can be cross referenced with your application prior to submission.

Required Documents for All Applicants

- Résumés (include employment with dates) for all owners and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and poor owners who the applicant firm relies upon to satisfy the Regulation's 51% ownership
- Personal Federal tax returns for the past 3 years if applicable
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates, for the past 3 years
- Documented proof of contributions used to acquire ownership
- Signed loan and security agreements, and bonding forms List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertification's, if applicable; and any U.S. DOT appeal decisions on these actions
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid
- List of all employees, job titles, and dates of employment
- Proof of warehouse/storage facility ownership or lease arrangements

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders and board of director's meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Optional Documents to Be Provided on Request

The certifying agency to which you are applying may require the submission of the following documents. If requested to provide these documents, you must supply them with your application or at the on-site visit.

- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

Suppliers

- List of product lines carried, and list of distribution equipment owned and/or leased

NAICS AND WORK CODES

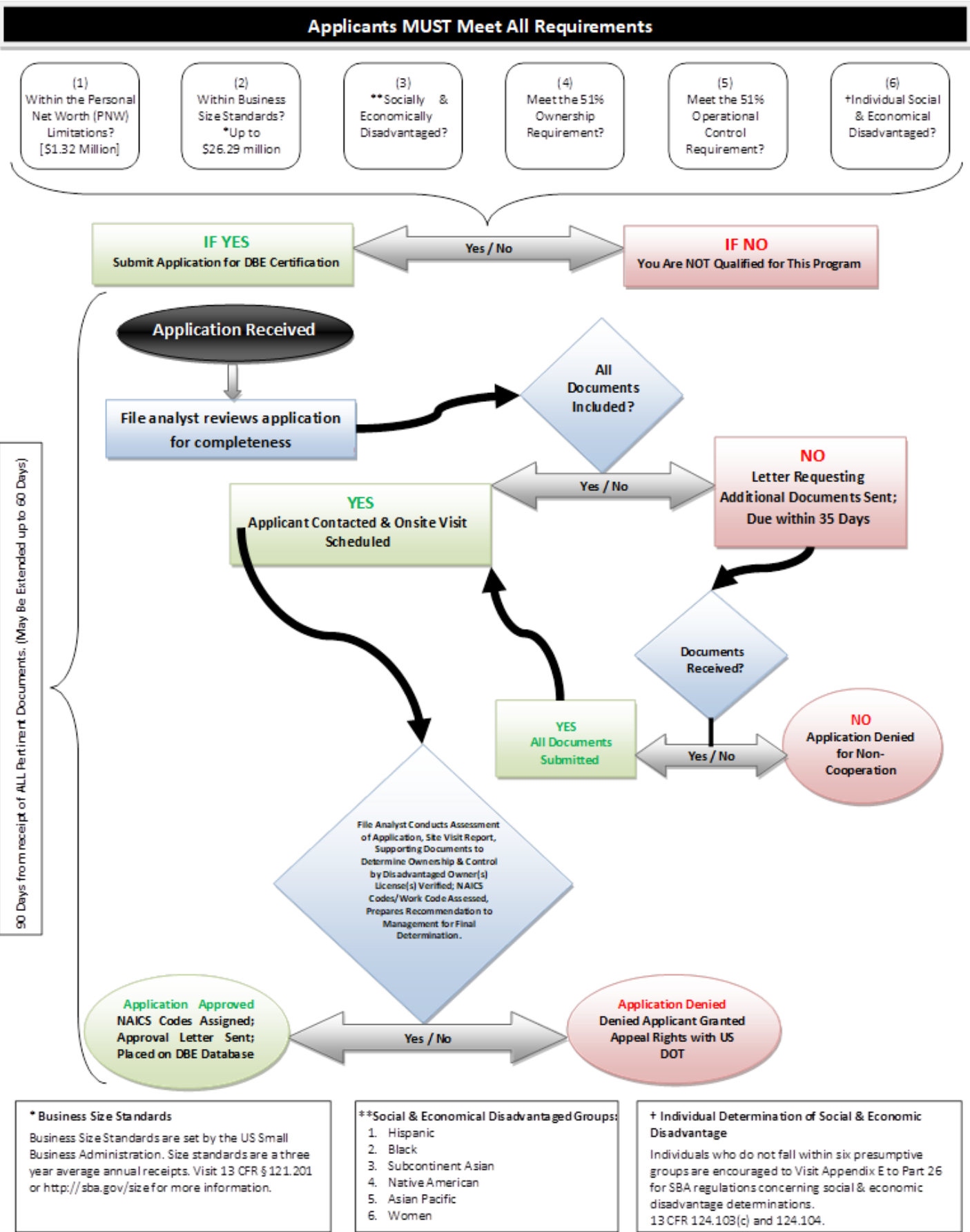
Caltrans uses the North American Industry Classification System (NAICS) and agency created Work Codes to help classify firm's primary business functions.

When completing your certification profile, please list NAICS codes to describe your primary business functions. Based on the NAICS codes you provide, Caltrans will determine corresponding work codes. You can request to update your NAICS codes by emailing db.certification@dot.ca.gov.

Code Type	Used By	Purpose	Caltrans Uses
<p>North American Industry Classification System (NAICS) https://www.naics.com/</p>	<p>Government and other various agencies.</p>	<ul style="list-style-type: none"> • The North American Industry Classification System (NAICS, pronounced Nakes) was developed under the direction and guidance of the Office of Management and Budget (OMB) as the standard for use by Federal statistical agencies in classifying business establishments for the collection, tabulation, presentation, and analysis of statistical data describing the U.S. economy. • Use of the standard provides uniformity and comparability in the presentation of these statistical data. NAICS is based on a production-oriented concept, meaning that its groups establishments into industries according to similarity in the processes used to produce goods or services. NAICS 	<ul style="list-style-type: none"> • NAICS codes are used in conjunction with the Disadvantaged Business Enterprise (DBE) program. • NAICS codes are used to classify a firm's industry and primary function. • NAICS codes are assigned/added at time of certification • A firm may have multiple NAICS codes. Once certified, firms may request to add additional NAICS codes. (additional information may be required to support firm can perform and control the work) • NAICS codes are listed on a firms CUCP profile. • DBE firms must be certified with appropriate NAICS and Work Codes prior to bid opening to qualify as a responsible/responsive bid.

Code Type	Used By	Purpose	Caltrans Uses
		replaced the Standard Industrial Classification (SIC) system in 1997.	
Caltrans Work Codes https://dot.ca.gov/programs/civil-rights	Caltrans	<ul style="list-style-type: none"> • Certifying agencies use work code descriptions, and the accompanying license and NAICS Code cross references, to assign codes that describe a firm's primary business activity. • These codes distinguish DBE firms involved in the physically act of construction from those that provide support services and supplies to the construction industry. • Work Codes supplement NAICS Codes that are used by the CUCP during DBE certification process. It is a classification scheme of equivalent detail and specificity, describing work a DBE firm states it can perform, whether on initial certification or when a new type of work is added to an existing certification. 	<ul style="list-style-type: none"> • Work codes are used in conjunction with the federal Disadvantaged Business Enterprise (DBE) program. • A firm may have multiple work codes. • Once DBE certified, firms may request to add additional work codes. (additional information may be required to support that the firm can perform and control the work). • Work codes are listed on the firms CUCP profile. • The description of work and any licenses are considered when determining the correct work code. • DBE firms must be certified with appropriate NAICS and Work Codes prior to bid opening to qualify as a responsible/responsive bid. • The use of Work Codes is a descriptor that supplements the NAICS Codes in order describe work items on contract bid summaries or scope of work.

CALTRANS DBE APPLICATION PROCESSING FLOW CHART



DBE CERTIFYING AGENCIES

Below is a list of all 10 certifying agencies within the state of California, applications may be submitted to your nearest agency or directly to Caltrans

California Department of Transportation

Office of Civil Rights

1823 14th Street
Sacramento, CA 95811
(916) 324-1700

San Francisco Bay Area Rapid Transit (BART)

300 Lakeside Drive, 18th Floor
Oakland, CA 94612
(510) 464-6100

City of Fresno

2600 Fresno St., Room 4016
Fresno, CA 93721-1163
(559) 621-7036

City of Los Angeles

1149 S. Broadway Street, Suite 300
Los Angeles, CA 90015
(213) 847-2684

Los Angeles County Metropolitan Transportation Authority (METRO)

One Gateway Plaza
Los Angeles, CA 90012
(213) 922-2600

San Francisco Municipal Transportation Agency (SFMTA)

1 South Van Ness Avenue, 6th Floor
San Francisco, CA 94103
(415) 701-4436

San Mateo County Transit District (SAMTRANS) Peninsula Corridor Joint Powers Board (JPB)

1250 San Carlos Avenue
San Carlos, CA 94070
(650) 508-7939

San Diego County Regional Airport Authority (SDCRAA)

Small Business Development Department
P.O.Box 82776
San Diego, CA 92138
(619) 400-2568
(San Diego Concessions Only)

San Francisco International Airport (SFO) Small Business Affairs Office

P.O. Box 809
San Francisco, CA 94128
(650) 821-5021
(SFO Concessions Only)

Santa Clara Valley Transportation Authority (VTA)

3331 North First Street, Bldg. A
San Jose, CA 95134
(408) 321-5962

DBE COMMERCIALLY USEFUL FUNCTION

A DBE must perform a commercially useful function (CUF). Caltrans evaluates whether a DBE is performing a CUF on a contract every time a DBE is listed to work.

- The DBE is certified to conduct the work (proper codes).
- If acting as a supplier or “regular dealer,” the DBE has a warehouse, open to the public during normal business hours, that sells the same supplies that the DBE is providing.
- If acting as a regular dealer, the DBE has control and custody of the item before it is sent to the prime.
- The DBE owner exercises control over the day-to-day business, and has the ability, skills, and knowledge to run the business.
- The DBE is not an “extra participant” or pass-through

- A DBE trucker cannot lease more trucks than it owns.
- Additional requirements apply to trucking operations (Title 49 CFR 26.55):
 - The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.
 - The DBE must own and operate at least one fully licensed, insured, and operational truck used on the contract.
 - The DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
 - The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
 - The DBE may lease trucks without drivers from a non-DBE truck leasing company. If the DBE leases trucks from a non-DBE truck leasing company and uses its own employees as drivers, it is entitled to credit for the total value of these hauling services.
 - A lease must indicate that the DBE has exclusive use of and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, so long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

ADDITIONAL DBE RESOURCES

For additional information on the DBE program please visit the below links.

Caltrans Office of Civil Rights website:

[Civil Rights | Caltrans](#)

Caltrans Events Calendar:

[Caltrans Events Calendar | Caltrans](#)

U.S. Department of Transportation:

[Disadvantaged Business Enterprise \(DBE\) Program | US Department of Transportation](#)

For a list of frequently asked questions please visit:

[Official FAQs on DBE Program Regulations \(49 CFR 26\) | US Department of Transportation](#)

PART III. SB AND DVBE PROGRAMS (STATE)



PART III. SB AND DVBE PROGRAMS (STATE)

The Department of General Services is California's certifying agency that administers the SB and DVBE certification programs. The purpose of the certification program is to promote and increase SB, SB-PW, and DVBE, participation in state contracting. Certification is valid for two years and requires biennial renewal.

Overall State Mandated Participation Goals

- Small Business (including SB-PW and Microbusiness): 25%
- DVBE Participation goal: 3% (Caltrans has a 5% aspirational goal)

SB/DVBE BENEFITS

- 5% Bid Preference (SB only)
- SB/DVBE Option
- 5% DVBE Incentive (DVBE only)
- Listing in Statewide SB/DVBE Department of General Services' certified firm database
- Invitation to procurement fairs and pre-bid meetings
- Prompt Payment Act

SB ELGIBILITY

- Independently owned and operated
- Not dominant in their field of operation
- The principal office must be located in California
- Owners must live in California
- Have 100 or fewer employees (200 for SB-PW) and an average annual gross receipt of \$15 million or less (\$36 million or less for SB-PW) over the last three tax years
 - *There may also be other size standard restrictions from the Small Business Administration that are applicable
- Small Business will automatically be designated a Microbusiness (MB) if gross annual receipts are less than \$5 million or if it is a manufacturer with 25 employees or less

DVBE ELGIBILITY

- At least 51% owned by one or more disabled veterans
- Veteran(s) must reside in California
- Daily business operations must be managed and controlled by one or more disabled veterans
- Home office must be located in the U.S.
- "Disabled Veteran" means a veteran of the U.S. military, naval, or air service and has a service-connected disability of 10% or more

STATE BIDDER REGISTRATION PROCESS

To register to do business with the State, visit [Cal eProcure](#). Click Login/Register in the right-hand corner, then click "Register as a New Bidder".

- Set up Company Profile
- Enter Primary Address
- Establish User Accounts
- Manage Bidder Notifications
- Terms and Conditions

You will receive an email with your temporary password after receiving email confirmation of your user ID and password. Log in using your user ID and temporary password from your email. For questions about bidder registration, please call 1-855-421-6355 or email vendors@fiscal.ca.gov

SB/DVBE CERTIFICATION APPLICATION

To get certified as an SB/DVBE visit [Cal eProcure](#), you must be logged in to complete the certification process.

- The below items are required to complete the electronic application.
- Applicant/Affiliate most recent three years Federal Tax Returns
- Federal Employer Identification Number
- Secretary of State Number
- Home address of Officer, Members/Managers and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- List of keywords describing your business activities to help your business be appropriately identified in a search of certified firms.

SB/DVBE OPTION

The SB/DVBE option is a streamlined process that allows for state agencies and departments to contract directly with SB/DVBE certified firms for Goods, Services, Information Technology, and Public Works projects. The buyer must obtain price quotes from at least two California certified SBs OR DVBEs.

Solicitation Thresholds	Minimum	Maximum
Goods, Services, Information Technology	\$5000	\$249,999
Public Works	\$5000	\$333,000

For more information on the SB/DVBE option please visit: [Resources \(ca.gov\)](#) or email: advocate@dgs.ca.gov

KEYWORDS AND UNITED NATIONS STANDARD PRODUCTS SERVICES CODES (UNSPSC)

Keywords describe a good or service your business provides, buyers are able to find your business through keyword searches. UNSPSCs are eight-digit codes that identify a good or service. Each code is part of a hierarchy with four levels. Level 1 describes a broad group of codes with level 4 describing very specific goods. DGS created a helpful [Keyword and UNSPSC Guide](#) to use while completing your profile.

When completing your certification profile on Cal eProcure, list keywords and UNSPSCs to identify the goods and services you provide.

- Always enter keywords individually in a list format, not in sentence form
- List synonyms and variations of words
- List general categories of products and services
- Look at certification profiles of business in your industry
- Update your profile as needed

Code Type	Used By	Purpose	Caltrans Uses
United Nations Standard Products and Services Codes (UNSPSC) https://www.unspsc.org/	California State Agencies	<ul style="list-style-type: none"> • The United Nations Standard Products and Services Code® (UNSPSC®), managed by GS1 US™ for the UN Development Program (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. • It is a four-level hierarchy coded as an eight-digit number, with an optional fifth level adding two more digits. 	<ul style="list-style-type: none"> • Used to conduct analysis and support California procurement efforts • Used to certify business • Follows hierarchical tree structure from generalized to more specific classification • Not used for DBE Program • Used for State contracts Used to search for SB/DVBE

SB/DVBE COMMERCIALY USEFUL FUNCTION

A SB/DVBE must perform a commercially useful function (CUF) when participating on any state contract as a contractor, subcontractor, or supplier of goods and/or services. This means when a quote or a bid is submitted either directly to the state or a prime contractor, the certified SB or DVBE must demonstrate the ability to perform CUF on the specific contract work they are committing to provide.

A SB/DVBE certified firm performs CUF when doing all of the following:

- Executes a distinct element of the contract scope of work including supplying of goods/services.

- Performs, manages, or supervises the work including supplying of goods/services.
- Performs work that is normal for the firm's business services and functions.
- Is responsible, with respect to products, inventories, materials, and supplies required for the subcontract, negotiating price, determining quality and quantity, ordering, installing (if applicable), and paying for the material.
- Does not subcontract a portion of the work greater than expected by industry practices.

For more information about CUF, please visit the [Commercially Useful Function for Certified Firms \(ca.gov\)](#).

ADDITIONAL SB/DVBE RESOURCES

For additional information on the SB/DVBE program please visit the below links.

For more information on SB and DVBE Eligibility requirements please visit:

[Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise \(ca.gov\)](#)

For state certifications and contracting or procurement opportunities/services please visit:

[California State Government Marketplace](#)

For complete list of commodities/supplies please visit:

[Caltrans Commodities | Caltrans](#)

For DGS' Office of Small Business and DVBE Services please contact:

Phone: (916) 375-4940

Email: OSDSHelp@dgs.ca.gov

For general procurement inquiries contact Department of General Services, Procurement Division:

Phone: (916) 375-2000

Email: eprocure@dgs.ca.gov

PART IV. PROCUREMENT INFORMATION



PART IV. PROCUREMENT INFORMATION

GOODS AND SERVICE CONTRACTS

[Cal eProcure](#) is an online portal designed to improve the experience of businesses selling products and services to the state of California. Cal eProcure gives businesses access to bidding and contracting resources all in one location.

STATEWIDE PROCUREMENT AND SERVICE CONTRACTS

Search [solicitations](#), also called “events” on the Cal eProcure website.

- Browse through the current statewide contracts listed for all agencies.
OR
- Enter 2660 in the department box to search Caltrans only
- Click “advanced search criteria”
- Search using the UNSPSC codes listed on your profile for the products and/or services you offer

PAST PURCHASES AND BUYER CONTACT INFO

View the [State Contract & Procurement Registration System \(SCPRS\)](#) database to find past procurement purchase information, including purchase price and buyer information,

- Type 2660 in Department Box (Caltrans department code)
- Type a keyword in Description Box (metal, steel, office supplies etc. – whatever you sell)
- Click Search
- A list will populate below with past purchase data for you to review, scroll right to view “Buyer Name and Buyer Email”
- Feel free to reach out to the buyers with your business information, please limit follow up calls/emails to once per month

CAL CARD

Caltrans participates in the CAL-Card Program (VISA) to acquire goods and services less than \$10,000. Vendors who have the ability to accept VISA cards are better able to participate in procurement opportunities involving these types of purchases.

Note: CAL-Card Holders cannot use a third party to process Visa card payments unless the seller’s (vendor’s) name is also printed on the Statement of Account and invoice.

LEVERAGED PROCUREMENT AGREEMENTS

Leveraged Procurement Agreement (LPAs) allow departments to buy directly from suppliers through existing contracts and agreements. LPAs are available to California's state, county, city, special district, education, and other government entities.

For more information on LPAs please visit:

[Leveraged Procurement Agreements \(ca.gov\)](#)

For a list of LPAs please visit:

[Find State Contracts \(ca.gov\)](#)

CALIFORNIA MULTIPLE AWARD SCHEDULES

California Multiple Award Schedules (CMAS) are a type of LPA. CMAS contracts offer a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. When utilized correctly, CMAS streamlines the procurement process. This form of procurement differs from the competitive bid process. The use of CMAS is optional and is available to state and local government agencies.

For more information please visit:

[California Multiple Award Schedules](#)

For DGS CMAS portal please visit:

[CMAS login - California Multiple Award Schedule \(service-now.com\)](#)

PRODUCT EVALUATION PROGRAM (PEP)

[Caltrans Product Evaluation Program \(PEP\)](#) is dedicated to the objective, impartial, consistent and timely evaluation of products for use in the construction, maintenance, and operation of the State's transportation system. This includes new products and products to be added to existing Authorized Material Lists (AMLs).

COVID-19 PROCUREMENT

More information can be found on the statewide [COVID-19 procurement website](#), including a form to list resources you have to contribute to support California's response to COVID-19.

EXAMPLES OF MAJOR COMMODITIES/SUPPLIES

Aggregate Material	Fuel	Photocopiers,
Audio/Visual Equipment	Gloves	Reproduction Equipment,
Automobiles, Automotive	Guardrail	and Supplies
Supplies	Heavy Equipment	Posts – Metal Guide,
Barricades	Industrial Supplies	Metal/Wood Sign
Batteries	Loaders, Graders, Tractors,	Publications
Bolts	and Trailers	Rainwear
Cameras, Video, Digital	Janitorial Supplies	Respirators and Filters
Chain Link Fence and	Laboratory Testing	Signs
Materials	Equipment	Software
Changeable Message	Lubricants	Sprinklers, Sprinkler Systems
Signs	Luminaries	Steel
Computers	Office Supplies	Tools: Automotive and
Construction Supplies	Paint	Hand
Electrical Supplies	Pavement Markers	Water Cooler
Fabricated Metal	Petroleum Products	

EXAMPLES OF SERVICE CONTRACTS

Archaeological Services	Expert Witness	Preliminary Engineering Studies
Architectural and Engineering Design	Field Engineering Inspection	Project Management for Design and Construction
Automatic Gate Repair	Forklift Maintenance and Repair	Public Works:
Calibration of Specialized Equipment	Gardening and Landscaping	Class A - General Engineering Contractors
Cleanup of Hazardous Chemical Spills	Hazardous Waste Investigation	Class B - General Building Contractors
Construction Projects	Hazardous Waste Removal	Class C - Specialty Contractors
Consulting	Highway Equipment – Operation and/or Rental	Class D - Contractors (Limited Specialty Classifications)
Copier Maintenance and Repair	Information Technology Consulting	ASB - Asbestos
Data Processing Services	Laboratory Services	HAZ - Hazardous Substance Removal
Electronic Data Processing Consulting	Mail and Courier Services	Railroad Car Refurbishing and Repair
Elevator Repair	Materials Sampling and Testing	Soil and Foundation Investigation
Environmental Impact Studies	Maintenance Service and Rest Areas	Surveying
Equipment Maintenance and Repair	Media or Advertising Services	
Equipment Rental	Native American Advisors	
Equipment Services		
Escrow Services		

DIVISION OF PROCUREMENT AND CONTRACTS

Assists Caltrans' districts and programs in procuring Information Technology (IT), non-IT commodities, service contracts, Architectural and Engineering (A&E) contracts, and minor Public Works contracts. Use the e-procurement website Cal eProcure to find Caltrans contracts.

For more information visit:

[Procurement and Contracts \(DPAC\) | Caltrans](#)

For more information visit:

[Cal eProcure](#)

PART V. CONTRACTING INFORMATION



PART V. CONTRACTING INFORMATION

CONTRACTOR'S CORNER

Learn more about available projects, bidding, contract awards, and cost data on Caltrans [Contractor's Corner](#) website.

CONSTRUCTION LOOK AHEAD REPORT

Search for potential construction projects up to 24 months in advance in the [24-Month Advertise Look Ahead](#).

CURRENTLY ADVERTISED CONSTRUCTION PROJECTS

Search all currently advertised major construction contracts at [DES-PPM&OE - All Advertised Projects \(ca.gov\)](#).

CONSTRUCTION BID ITEMS (FOR SUBCONTRACTORS AND SUPPLIERS)

Search all current major construction contracts to find [bid items](#) that your firm may be able to offer products or services on.

Use the "keyword search" box to search projects statewide, the first two numbers of the project will indicate what district the project is in. The Caltrans district map can be found here: [Caltrans Near Me | Caltrans](#)

CALTRANS ELECTRONIC BIDDING

Electronic bidding for major construction contracts is available through Bid Express. To bid over the internet, bidders must download the bidding software, create a new Digital ID, and submit a request to bid with Caltrans through Bidx.com. To establish a Digital ID, there are monthly account fees starting at \$40.00 and a one-time fee of \$100.00 paid to Bid Express.

You must first obtain two identification numbers in order to submit bids electronically to Caltrans, please allow at least seven days to complete this process.

- ID #1: Bidder ID (this is your Caltrans bidder registration number)
- ID #2: Digital ID (this is your electronic signature)

Please note: you will need to submit notarized paperwork to Bid Express to obtain this ID.

For more information visit [Caltrans Electronic Bidding](#).

ARCHITECTURAL & ENGINEERING CONTRACTS

[Caltrans Division of Procurement and Contracts \(DPAC\)](#) has information about [professional service contracts](#). You'll find links to the A&E contract look ahead report, current A&E contract advertisements, and upcoming outreach events.

- Learn more about available A&E projects at [A&E Advertisements | Caltrans](#).
- Please see the [24 Month Look Ahead Report](#) for information about upcoming projects.
- Visit the A&E Outreach Event Calendar: [A&E Outreach Events | Caltrans](#)

LABOR COMPLIANCE

Caltrans' Division of Construction maintains a labor compliance program to ensure payment of prevailing wages and equal employment free of harassment and discrimination for workers on Caltrans projects.

For more information visit: [Construction | Caltrans](#)

PROMPT PAYMENT

Prompt payment ensures contractors are paid for work in a timely manner is critical to the success of Caltrans' public works contracts. Timely payment for all work performed enables businesses to effectively manage resources and sustain operations, including payment of employees' salaries and other direct and indirect costs. While access to capital is an issue for many contractors, it is particularly significant for small businesses who may be operating with limited resources. These small businesses, which include certified Small Business (SB), Small Business for Public Works (SB-PW), Disabled Veteran Business Enterprise (DVBE), and Disadvantaged Business Enterprise (DBE) firms, rely heavily on timely payment for work performed to fulfill obligations.

California Public Contract Code section 10262.5 directs prime contractors to pay all subcontractors for work within 7 days of the prime contractors' receipt of progress payment for the subcontractors' work. The State must pay prime contractors within 30 days of an approved invoice. Visit the [Major Construction Payment and Information](#) website to determine when a prime contractor has been paid.

Subcontractors have the right to file a [Stop Payment Notice](#) form if a prime fails to pay within the seven-day payment period. Stop Notices should be sent directly to the Division of Accounting on the address listed on the form or emailed Katherine.ODA@dot.ca.gov.

Prime contractors or subcontractors experiencing a prompt payment issue should notify the project RE or the district's [Labor Compliance Manager](#). Subcontractors can find contact information on the Caltrans' [Labor Compliance](#) website. In addition, each Caltrans district has a District Small Business Liaison (DSBL) who is available to answer questions about prompt payment requirements and assist in the resolution of payment disputes.

OCR's Compliance Branch accepts complaints and requests for investigations involving Caltrans contracts, these requests can be made by both prime contractors and subcontractors. For more information, please contact dbe.compliance@dot.ca.gov or dvbe.compliance@dot.ca.gov.

PREVAILING WAGE

State (CA Labor Code 1720-1815) and federal (Davis-Bacon and related Acts) labor laws require contractors working on public works projects to pay prevailing wages to their employees. These laws also set guidelines for overtime, length or shifts of workday, substantiation of wages, fringe benefits paid, and covered work and non-covered work.

Visit the [Department of Industrial Relations \(DIR\) website](#) for more information on prevailing wage.

ADDITIONAL CERTIFICATIONS

Although Caltrans recognizes DBE, SB, and DVBE certifications, additional local, state and federal certifications are available. Listed below are additional certifications that may be applicable to your firm.

- [Airport Concession Disadvantaged Business Enterprise \(ACDBE\)](#)
- [Department of Housing and Urban Development \(Section 3 Business\)](#)
- [Disadvantaged Business Enterprise Federal Transit Administration \(DBE FTA\)](#)
- [Emerging Local Business Enterprise \(ELBE\)](#)
- [Historically Underutilized Business Zone \(HUBZone\)](#)
- [Local Business Enterprise \(LBE\)](#)
- [SBA Federal Business Development Program \(Federal 8A\)](#)
- [Service-Disabled Veteran Owned Small Business \(SDVOSB\)](#)
- [Small Disadvantaged Business \(SDB\)](#)
- [Small Local Business Enterprise \(SLBE\)](#)
- [Women Owned Small Business \(WOSB\)](#)

APPENDIX



APPENDIX

HELPFUL LINKS

Resource Link	Description
Caltrans Website	Caltrans homepage
Cal eProcure	California's online marketplace to search state contracts and procurement and get SB or DVBE certified.
Contractor's Corner	Find contract opportunities for Caltrans major construction projects.
District Small Business Liaison (DSBL) Contact List	Find your local Caltrans Small Business Liaison
Outreach Events Calendar	Find outreach events that Caltrans is hosting or participating in.
Office of Civil Rights Website	Caltrans civil rights website with information on small business programs.
Disadvantaged Business Enterprise Program Info (DBE)	Caltrans webpage with information about the DBE program.
Caltrans DBE System	Complete your online DBE certification application, view your profile, and search for DBE firms.
DBE Certification Email	Use this email for any questions related to DBE Certification. dbe.certification@dot.ca.gov
DBE Certification Workshop Video	A recorded video of a past DBE certification workshop.
FHWA Federal Program Resources	DBE resources from the Federal Highway Administration (FHWA)
US DOT DBE Program	DBE Program Resources from the US Dept. of Transportation (US DOT)
Procurement Technical Assistance Center (PTAC)	Resource center that assist firms with developing their established business.

Senate Bill 1 (SB1)	Information on Senate Bill 1.
Service Corps of Retired Executives (SCORE)	Resource that assist firms with developing their business.
Small Business Development Center (SBDC)	Resource center that assist firms with starting their business.
A&E Contract Information	Caltrans webpage with A&E links to documents and other information to assist consultants
Authorized Materials List (AML)	Caltrans webpage to find Caltrans Authorized Materials list and request to add a product to the existing list
California Unified Certification Program (CUCP)	Find a California Certifying Agency, Complete application, Search Certified Firms
Disadvantaged Business Enterprises (DBE)	Caltrans DBE resources
Mentor Protégé Program	Caltrans District 4 webpage with an overview of the Mentor Protégé Program
New Products Email	Use this email for any questions related new product that can be of use in construction, maintenance, and operation of the CA transportation system. New.Products@dot.ca.gov
Product Evaluation Program (PEP)	Caltrans webpage to find information about the submittal process for products for use in the construction, maintenance, and operation of the State's transportation system.
SB/DVBE Advocates	Find your local SB/DVBE Advocate.
State Contract & Procurement Registration System (SCPRS)	DGS website to find past purchase info and buyer contact information on the SCPRS website.
U.S Small Administration (SBA)	Resource for all Small businesses assist firms with developing their business.
North American Industry Classification System (Naics) Codes	Website to research NAICS codes related to the work your firm does.
North American Industry Classification System (NAICS) Website	Find detailed information on the NAICS codes to help you determine which ones are applicable to your company

Contract Cost Data	Caltrans website to look up past bids and to see what departments are purchasing items and services that your company offers.
DBE Website	Caltrans website to Access the Work Code Description Chart
United Nations Standard Product and Services Code (UNSPSC)	Department of General Services (DGS) website for information on UNSPSC codes