



PAVING YOUR ROAD TO  
SUCCESS WITH CALTRANS:

SELLING GOODS  
AND SERVICES TO  
CALTRANS

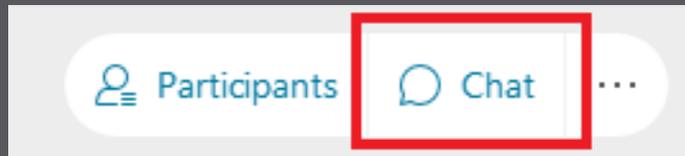




# Using the Chat and Q&A Features in WebEx

## To send a chat message:

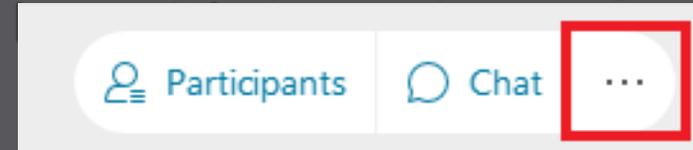
1. Open the Chat panel in the lower right corner:



2. In the Send to or To drop-down list, select the recipient of the message.
3. Enter your message in the chat text box, then press Enter on your keyboard.

## To submit a question via the Q&A Panel:

1. Open the Q&A panel by clicking the "..."



2. Click in the drop-down menu and select "All Cohost" as the recipient of the question.
3. Enter your question in the text box and press Enter on your keyboard.

*\*\* Be sure to indicate if you would prefer to have our moderators ask your question, or if you'd like to be unmuted to ask yourself.*



Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

<https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/title-vi/caltrans-non-discrimination-policy-statement-a11y.pdf>



## Department Mission:

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

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- Over 50,000 miles of state highway & freeway lanes managed, developed, and maintained, connecting local systems and neighborhoods
- Managing major inter-city rail services
- Permitting for over 400 public-use airports & heliports
- The scope of this mission is too great for us to handle alone
- Our department depends on our private contracting partners to fulfill our mission & project goals



Certifications  
Recognized by  
Caltrans

## State Funded Projects

(When project funding is ONLY state dollars)

Small Business (SB)/Small Business - Public Works  
(SBPW)

**25% Goal**

Disabled Veteran Business Enterprise (DVBE)

**5% Goal**

## Federally Funded Projects

(When projects have ANY AMOUNT of federal dollars)

Disadvantaged Business Enterprise (DBE)

**22.2% Goal**



# Learning Objectives

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- Procuring goods or services under 10K using our CAL-Card/Visa Card as a payment method and fair & reasonable as a procurement method
- Commodities and services Caltrans procures
- Cal eProcure
- Processes purchasers take before reaching out to a business/vendor
- Required forms when doing business with Caltrans
- How to contact DSBL's with capabilities statements for possible procurement opportunities



# PROCURING GOODS OR SERVICES UNDER \$10K USING OUR CAL-CARD





# Caltrans CAL-Card

- Caltrans purchasers are able to purchase approved commodities/ goods/services under 10K with a visa card
- The Fair & Reasonable technique is used as a procurement method





# FAIR & REASONABLE PROCUREMENT METHOD





**Price Comparison** - A buyer has obtained and documented quotes or offers within the last 12 to 18 month period from other responsible suppliers, which provides evidence that a price obtained is deemed fair and reasonable.



**Catalog or Market Pricing** - The price offered is supported by an established and verifiable catalog or market pricing media issued by a responsible supplier and/or through an established reputable forum. In addition, the pricing structure provided is one that a prudent buyer would accept as a reasonable representation of existing market value.



**Controlled Pricing** - The price offered is set by law or regulation; competitively bid master or statewide contracts, etc.



**Historical pricing** - A buyer is able to demonstrate that other transactions occurring in the past (within a 12 – 18 month period) exist that shows that historical prices for similar acquisitions have yielded no material change in cost.



**Cost/benefit analysis** - A buyer can demonstrate that their level of experience in the procurement field provides a sufficient knowledge base, which clearly indicates that the acquisition cost is so low. The cost to the state of verifying the pricing fairness would most likely be more than any potential benefit that could be reasonably gained from searching the marketplace for lower price comparable acquisitions.



# Cal eProcure

## California's Online Marketplace

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- Businesses can register for free for possible bid opportunities
- Get Certified as a Small Business or Disabled Veteran Business
- State Agencies Purchasers may find your business in the small business database
- Get Public Procurement Information



<https://www.caleprocure.ca.gov/pages/index.aspx>



# EXAMPLES OF COMMODITIES, GOODS, & SERVICES CALTRANS PROCURES





# Commodities Caltrans Purchases

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Hand tools

Cameras, Video,  
Digital

Construction  
Supplies

Industrial Supplies

Janitorial Supplies

Office Supplies

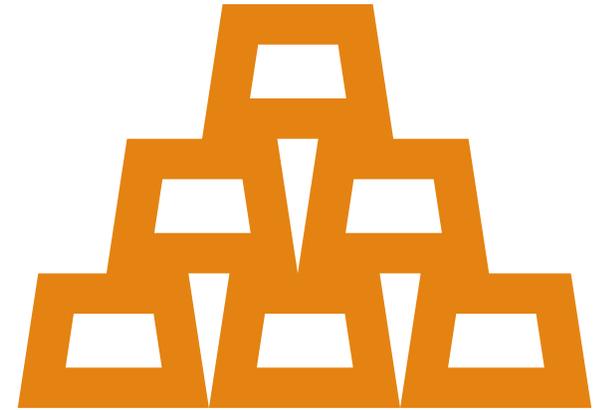
Paint

Signs

Keyboards

Printer copier paper

Batteries



You may find a complete list at:

[www.dot.ca.gov/hq/dpac](http://www.dot.ca.gov/hq/dpac)



# Services Caltrans Purchases

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Copier  
Maintenance  
and Repair



Gardening and  
Landscaping



Equipment  
Rental



Equipment  
Services



Maintenance  
Service



Pest Control  
Service



# Prohibited Caltrans Purchases

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- 12.5.19 Fees and Surcharges
- 12.5.15 Prepayment (5/2018) not allowed for payment prior to the receipt of goods or services performed
- 12.5.18 Hazardous Services (11/2014)
- 12.5.12 Third Party Vendor
- Clothing of any Kind
- PPE equipment (Personal Protective Equipment)
- 12.5.20 Statewide Contract (SC) of Information Technology (IT) Orders (5/2014)
- 12.5.4 Personal Items or Business
- Services \$10,000.00 and over in any 12-month period require a service contract and are therefore prohibited on the CAL-Card. Splitting payments (See Section 12.5.2) to circumvent this requirement is considered fraudulent
- 12.5.7 Memberships (5/2018)





# PROCESS PURCHASERS TAKE BEFORE REACHING OUT TO A VENDOR/BUSINESS





# Required Steps

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## Step 1:

Purchasers must check our warehouse inventory

## Step 2:

Purchasers must check California Prison Industry Authority (CALPIA) catalog

## Step 3:

Purchasers must check our statewide mandatory contracts





## Where to make Procurement Purchases

- Purchasers must purchase from California Prison Industry Authority (CALPIA) if product is available: <https://catalog.calpia.ca.gov/>
- Purchasers must purchase from a statewide mandatory contract if the goods or service's are available on a (LPA) Leveraged Procurement Agreement
- If goods/service are not available from CALPIA or on a mandatory contract then purchasers are able to search on Cal eProcure, California's online Marketplace for vendors who may meet their departments purchasing needs: <https://www.caleprocure.ca.gov/pages/index.aspx>



# REQUIREMENTS FOR DOING BUSINESS WITH CALTRANS





When doing business with Caltrans for the 1<sup>st</sup> time there are two specific forms that must be completed.



The purchaser will send the CAL-CARD Certification ADM -3026 and Payee Data Record Std 204 forms to the vendor



Once these forms are returned to the purchaser and your business is activated in our system, the purchaser may do business with your firm.





## California Sellers Permit

When selling **tangible** property to the state the purchaser will request your California sellers permit in order to proceed in doing business

A vendor who does business with Caltrans needs to supply a California sellers permit issued by the California Department of Tax Fee and Administration (CDTFA)

<https://services.cdtfa.ca.gov/webservices/verification.jsp>



# FREQUENTLY ASKED QUESTIONS (FAQ)





What is a CAL-Card?

A CAL-Card is a visa card which is used by our CAL-Card holders as a payment method for approved purchases.

Are there purchasing limits with the CAL-Card?

Yes, purchasers are allowed to make payment to an active vendor under 10K dollars with their CAL-Card.

Are there forms required to do business with Caltrans?

Yes, a few quick forms will need to be acquired from the business to become an active vendor in our system.



# CALTRANS RESOURCES





## Procurement Specific Resources

- Procurement and Contracts (DPAC)  
<https://dot.ca.gov/programs/procurement-and-contracts>
- Become a Certified Business  
<https://dot.ca.gov/programs/procurement-and-contracts/become-a-certified-business>
- Caltrans Near Me  
<https://dot.ca.gov/caltrans-near-me>
- Caltrans Commodities  
<https://dot.ca.gov/programs/procurement-and-contracts/caltrans-commodities>
- State Agency Buy Recycled Campaign (SABRC)  
<https://www.calrecycle.ca.gov/BuyRecycled/StateAgency/VendorEd/Form74Guide/>



## General Resources

- Caltrans Website  
<https://dot.ca.gov/>
- Office of Civil Rights Website  
<https://dot.ca.gov/programs/civil%20rights>
- Outreach Events Calendar  
<https://dot.ca.gov/programs/civil-rights/caltrans-events-calendar>
- Contractor's Corner  
<http://ppmoe.dot.ca.gov/des/oe/contractor-info.html>
- Cal eProcure – California's Online Marketplace  
<https://caleprocure.ca.gov/pages/index.aspx>



# Q & A Session





# District Small Business Liaisons (DSBL)

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DSBL Contact List:

<https://dot.ca.gov/programs/civil-rights/dsbl-contact-list>

Located in all 12 districts

Primary contact for small business-related concerns

- Information about Small Business (SB), Disabled Veteran Business Enterprise (DVBE), and Disadvantaged Business Enterprise (DBE) certification and programs

Outreach

- Community events and activities
- Education regarding how to work with Caltrans
- Provide 1:1 technical assistance to firms

Advocacy services

- Concerns and complaints



# Districts & Counties

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

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

Thank you!

For questions or additional information, please contact your local DSBL.

