



D V B E RESOURCE PACKET

RESOURCES FOR LOCATING CERTIFIED
DISABLED VETERAN BUSINESS
ENTERPRISES
(DVBES)



State of California, Department of General Services
November 2004



Thank you for contacting the Department of General Services for information on locating certified Disabled Veteran Business Enterprises (DVBEs).

We hope this Resource Packet makes it a little easier to find the firms you need to make your State of California bid a success. This packet will be particularly useful for prime bidders and agencies seeking DVBEs to fulfill a contract participation goal.

This document is published by the
State of California
Department of General Services
Procurement Division

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Internet Address: <http://www.pd.dgs.ca.gov>
(select "DVBE Program" under "Featured Links")

A Guide to Disabled Veteran Business Enterprises (DVBEs)

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DVBE Resources

- What's a DVBE Participation Goal?
- What Can a DVBE Do For Me?
- What's a "Certified" DVBE?

The State of California acknowledges the service and sacrifice of its disabled veterans, in part, through the "Disabled Veteran Business Enterprise (DVBE) Participation Program." With the DVBE program, state agencies have a goal to award at least 3% of their annual contract dollars to certified DVBEs. The state agency decides whether or not to include the DVBE participation requirements in a particular solicitation and the percentage of the goal, if it is included. The result is that some contracts may have a goal of more than 3%, some may have a goal of less than 3%, and some contracts may have no DVBE participation goal.

Meeting DVBE Participation Program Requirements

When a firm bids on a state solicitation containing DVBE program requirements, the bid must address how the firm intends to meet the DVBE goal or document its "good faith effort" to obtain DVBE participation. If the bidder does not respond to the DVBE requirements, the bid will be considered "non-responsive" and ineligible for award.

Bidders have three options for meeting the DVBE requirements:

- A. Commit to full DVBE participation. Locate and commit to using certified DVBE firms who will perform at least 3%, or the percent of work specified by the solicitation; or
- B. Document your good faith effort to obtain DVBE participation; or
- C. Reference a DGS-approved DVBE Utilization Plan.

What Role Can a DVBE Play in My Bid?

There are hundreds of certified DVBEs who provide a wide range of services and goods. These firms are composed of capable businesspeople who want to build business partnerships to help their businesses succeed and grow.

When you're deciding what portion of the contract can best be performed by a DVBE, think broadly about all the goods and services needed to complete the contract on which you are bidding.

If you are unable to identify a specific portion of the proposed contract to subcontract, the State encourages bidders to avoid making a predetermination that no DVBEs are able to perform without first contacting and soliciting participation from them. This allows DVBEs to respond

whether they can or cannot provide any goods or perform services related to the solicitation, and provides a bidder with responses for consideration.

The California Code of Regulations state that the DVBE (or DVBEs) you choose must perform a "commercially useful function" in the state contract on which you are bidding. A DVBE contractor, subcontractor or supplier is considered performing a commercially useful function when it meets the following criterion:

(1) The business concern is: responsible for the execution of a distinct element of the work of the contract; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and function, and (2) the business concern is not further subcontracting a greater portion of the work than would be expected by normal industry practices.

Again, think broadly about how you can use a DVBE. For example:

- Can a DVBE supply a portion of the goods?
- Are there any special supplies needed to perform the contract?
- What about shipping or warehousing?
- Can a DVBE perform part of a study or survey?

You know the job best. Where do you think a DVBE fits in?

When a firm bids on a state contract that has a DVBE participation goal, the firm *must* address how it intends to comply with the goal. If the bidding firm does not address the DVBE participation goal, the bid will be considered "non-responsive."

What is a "Certified" DVBE?

A certified DVBE is a business currently certified by the State of California, (DGS-PD) Office of Small Business and DVBE Certification (OSDC).

To receive DVBE certification, a business must:

- 1) Be at least 51% owned by one or more disabled veterans;
- 2) Have its daily business operations managed and controlled by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans who own the business; and
- 3) Have its home office 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.

The law defines a disabled veteran as a United States military, naval or air service veteran with a service related disability of at least 10 percent and who is a resident of the State of California.

To receive an application for DVBE certification, contact OSDC at www.pd.dgs.ca.gov/smbus or (916) 375-4940.

California Department of Veterans Affairs Appoints DVBE Advocate

Assembly Bill 409, effective January 1, 2000, requires the California Department of Veterans Affairs to appoint a DVBE Advocate.

The advocate's primary responsibility is to work with state agencies and DVBEs to achieve the goals of the DVBE Participation Program. This includes disseminating information, promoting and coordinating DVBE outreach efforts, and coordinating report submittal.

DVBE
Resources

Compliance Option A: Finding a DVBE to Perform the Percent of Work Specified in the Contract

- Obtaining a Printed List of DVBEs
- How to Find DVBEs on the Internet

DGS-PD, Office of Small Business and DVBE Certification (OSDC, formerly OSBCR and OSMB) maintains a database of certified DVBEs. The database is available in three formats:

1. A printed list, updated monthly which can be mailed upon request; and
2. An online list, updated monthly, which can be viewed online or downloaded to your computer; and
3. An Internet database, which can be searched on-line.

If you have Internet access, you can use the online database to meet all your bidding and documentation requirements; you do not need to request a printed list.

About the Printed DVBE List...

- The printed list of DVBEs is updated monthly. Be sure you have the most current list.
- OSDC will gladly mail you the list, but cannot fax it because it is too long.
- Request a copy of the most current, printed DVBE list at (916) 375-4940 or (800) 559-5529.

About the Online DVBE List ...

- The online list of certified DVBEs is updated monthly.
- There are separate lists for suppliers of services, goods and construction.
- To view online or download and print, go to www.pd.dgs.ca.gov/smbus. Select "Publications," then select "Certified DVBE Listing."

About the Online DVBE Database...

There are two query systems available:

- **Standard Query.** This database is "real-time," meaning that the minute a DVBE firm is certified, that firm is entered into the database and will appear in an online database query. It allows specific queries, based on the type of firms you're looking for and the area of the state in which you're searching.
- **Keyword Search Query.** This database is updated daily. It allows you to search for DVBE firms by entering keywords. Also, as with the Standard Query, it allows specific queries, based on the type of firms you're looking for and the area of the state in which you're searching.

You can find DVBEs
online at:

www.pd.dgs.ca.gov/smbus

For other contracting
information, visit:

www.pd.dgs.ca.gov

How To Use the DVBE Database

Action...	Choose or Enter...	Comments...
Go to	http://www.pd.dgs.ca.gov/smbus	
Select	<u>Certified Firm Inquiry Services Standard Query</u>	
Select	<u>Search for Certified Firms by Certification Type, Business Type, SIC Code, and/or Location</u>	
Select "Certification Type"	Disabled Veteran Business Enterprise	
Select one or more "Business Type"	The choices are: <ul style="list-style-type: none"> • Construction • Manufacturer • Non-Manufacturer • Service 	Firms are certified by one or more of these four Business Types, depending on the type of services or goods the firm offers.
Select	the gray button labeled "Continue"	
Select up to three "Major Industry SIC Code(s)," depending on your needs	The Major Industry SIC Code(s) from which you may choose will vary, based on the Business Type you chose earlier. <i>[hold down the "control" key on your keyboard to select multiple Major Industry SIC Code(s).]</i>	SIC (or "Standard Industrial Codes") are codes used to identify the type of service or product the vendor offers. All certified firms (non-construction) have told us that they provide a product or service in one or more of these Major Industry SIC Code(s). Certified construction firms are not classified with SIC codes. Instead, construction firms are classified by the type of construction license they were granted by California's Contractors State License Board.
Select	the gray button labeled "Continue"	

...instructions continued on the next page

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<p>Select one or more "Line of Business SIC Code(s)"</p>	<p>The Line of Business SIC Code(s) from which you may choose will vary, based on the Major Industry SIC Code(s) you chose earlier.</p> <p><i>[hold down the "control" key on your keyboard to select multiple Line of Business SIC Code(s)]</i></p>	<p>All certified firms (non-construction) have told us that they provide a product or service in one or more of these Line of Business SIC Code(s).</p> <p>The Line of Business SIC Code(s) listing for certified construction firms contains all license types offered by California's Contractors State License Board.</p>
<p>Select</p>	<p>the gray button labeled "Continue"</p>	
<p>Choose one of the three buttons</p>	<p>The choices are:</p> <ul style="list-style-type: none"> • Statewide • Counties <i>[hold down the "control" key on your keyboard to select multiple county names]</i> • Use a map of California to choose a location <i>[Selecting this option results in a map appearing on your screen. Select one of the twelve geographic locations, indicating in which area of the state you wish to search for certified DVBEs.]</i> 	<p>To produce the broadest selection of DVBEs, it is best to do the query twice, selecting "Statewide" the first time and "Counties" the second.</p> <p>Choosing "Statewide" will result in a list of those DVBEs who indicated on their original application that they had the ability to do business "statewide."</p> <p>Choosing "Counties" or using the map will result in a list of those DVBEs who indicated on their original application that they had the ability to do business in a particular area of the state.</p>
<p>Select</p>	<p>The gray button labeled "Continue"</p>	
<p>Wait....</p>	<p>The database will take a few moments to query, based on your selections, and a list of the firms meeting your specifications will appear on your screen.</p>	

What To Do Once You Have a List of Potential DVBE Firms

Whether you obtained a list of potential DVBE subcontractors through the mail, or created one on the Internet, you'll want to know the following information about how to read the list and how to invite DVBEs to participate in your bid.

Reading Your DVBE List

The list will contain the following information about each DVBE:

- Reference Number (the number the firm received from OSDC upon application)
- Firm Name and Address
- Phone and FAX Numbers
- E-mail address and homepage, if available
- The "Certification Type" for which the firm is approved (DVBE and/or Small Business)
- The "Business Type" for which the firm is approved (Manufacturer, Non-Manufacturer, Service and/or Construction)
- The firm's certification start and end date ("From" and "To")
- The SIC (Standard Industrial Classification codes) or construction licenses provided by the DVBE to identify the products or services the firm offers

Inviting DVBEs to Participate

Invite potential DVBE subcontractors to participate by supplying them with all the information they need to bid to you, such as:

- The service or product available for bid
- The geographic area where the work will take place, if applicable
- The awarding department
- The due date for bids
- Your contact information
- Any other information needed to bid

The method you use for contacting DVBEs is up to you, but be sure that you give each DVBE the same information and instructions. You should document—and be prepared to demonstrate—the efforts you make in seeking a DVBE.

Compliance Option B: The Good Faith Effort

- What is the "Good Faith Effort?"
- Where Do I Advertise?
- What are "Trade" and "Focus" Papers?

Some contracts are so specialized that it is difficult to find a DVBE to fill the required participation goal. For these special circumstances the state has created a method whereby bidders go through a series of steps, all of which are designed to help the bidder locate a DVBE. If the bidder does not locate a DVBE after performing these steps, documentation of these steps serves to demonstrate to the awarding agency that a credible effort was made.

The "Good Faith Effort" consists of five steps, outlined by state statute (Public Contract Code). Each step is intended to help bidders identify qualified DVBEs and attain DVBE participation.

In summary, the five steps of the "Good Faith Effort" are:

1. Contact was made with the awarding department to identify DVBEs.
2. Contact was made with other state and federal agencies, and with local DVBE organizations to identify DVBEs.
3. Advertising was published in trade papers and papers focusing on DVBEs.
4. Invitations to bid were submitted to potential DVBE contractors.

Each step of the "Good Faith Effort" is designed to help you find qualified DVBEs to bid on your project.

5. Available DVBEs were considered.

The Good Faith Effort as described here is for informational purposes only. You are advised to carefully read and follow the solicitation's instructions for completing and documenting the Good Faith Effort. In detail, the five steps are:

STEP 1: Contact was made with the awarding department to identify DVBEs.

The contact is for the purpose of identifying potential DVBE subcontractors, not merely to request the solicitation package.

The awarding department may respond with:

- A list of DVBEs who expressed interest in the contract.
- A list of DVBEs who participated or expressed interest in prior contracts.
- Use of an internal database or directory.
- Referral to other resource or service providers.

STEP 2: Contact was made with other state and federal agencies, and with local DVBE organizations to identify DVBEs.

Internet contact is acceptable. It is suggested that bidders print out the applicable pages and submit with the bid package.

STATE CONTACTS

- **California Department of General Services**

Office of Small Business and DVBE Certification (OSDC, formerly OSBCR and OSMB)
707 Third Street, 1st Floor, Room 400
West Sacramento CA 95605

Receptionist: (916) 375-4940

24-Hour Recording: (916) 322-5060

FAX #: (916) 375-4950

Certified DVBE listing Internet address:
www.pd.dgs.ca.gov/smbus

(For navigation instructions, please refer to "How to Use the DVBE Database" on Pages 5 and 6.)

Certifies small businesses and DVBEs, provides business information to further participation in state contracting opportunities, and publishes a listing of certified DVBEs.

Users should be careful to verify that firms identified on PRO-Net are State of California certified DVBEs. Qualifying, non-DVBE firms should be encouraged to seek certification.

The SBA requests Internet contact only. A list of potential firms downloaded from PRO-Net will verify that the bidder made contact with the SBA.

- Go to <http://www.pro-net.sba.gov>
- Select "Search Database"
- State: Select "CA"
- Zip code: Select "9"
- Other ownership data: Select "Service Disabled Veteran"
- Select: "On or after"
- Last updated: Enter "01/01/1900"
- Select at page bottom: "Search Using These Criteria"

The database takes a few minutes to query, then your list will appear on your screen.

FEDERAL CONTACTS

- **U.S. Department of Veteran Affairs, Center for Veterans Enterprise (CVE)**

810 Vermont Avenue, N.W.
Washington, D.C. 20420
Phone # (toll-free): 1 (866) 584-2344
Phone # (public): (202) 565-8336
Fax #: (202) 254-0238
E-Mail: vacve@mail.va.gov

Assists Veterans with the decision-making process of seeking business opportunities with the government. Veterans receive marketing assistance and are walked through the process.

- **Federal Small Business Administration (SBA)**

PRO-Net is the SBA's electronic search engine, containing business profiles on nearly 200,000 businesses, including some California certified DVBEs and non-certified disabled veteran-owned businesses.

LOCAL CONTACTS

The following organizations provide services to identify potential DVBEs. Some of the organizations charge a fee to recover material costs, and others may charge a fee for services provided.

- **Advanced Online DVBE Resource Center (ARC)**

11 S. Termino, Suite 214
Long Beach, CA 90803
Phone #: (562) 439-8987
Fax #: (562) 439-1398
www.dvbe.net
www.dvbe-dbe.net

Additional offices:
2418 Bryon Street, Suite B
Berkeley, CA 94702
Phone #: (800) 599-6996

Membership required: No

ARC is a national online organization dedicated to advocating state and federal compliance for the service-disabled veteran business owner.

ARC provides online referrals to prime bidders and DVBE subcontractors. ARC also provides Internet solutions and phone tech support to enhance DVBE contract participation. We also offer phone support for "Good Faith Effort" and new DVBE certification questions.

ARC maintains online lists of DVBEs, accessible via database search-engines, tab-delineated files, downloadable pdf files and hot-linked national resources.

- **Association for Service Disabled Veterans (ASDV)**

PO Box 2312
Stanford CA 94305
Phone #: (650) 949-3751
FAX #: (650) 949-0336
www.asdv.org
Membership Required: No

ASDV is a national organization serving as an advocate for service-disabled and Prisoner Of War veteran business owners. Provides referrals to prime bidders and DVBE subcontractors. Maintains a membership list, database, directory, newsletter and bulletin board.

ASDV offers a statewide network of District Counselors reached at (800) 677-1132. Names and mailing addresses are as follows:

- Bill Colbert
1276 Lincoln Ave Ste 203A
San Jose, CA 95124
- Bob Inskeep
PO Box 1609
Boyes Hot Springs, CA 95416
- Steven Struchters
2200 North Point #202
San Francisco, CA 94123
- Jerry Bowers
103 Sable Point
Alameda, CA 94501

- Dan Wynn
1400 West Marlette St #90
Ione, CA 95640
- Joe Forney
7631 Whitney Dr
Huntington Beach, CA 92647
- Nate Brogin
5043 Matilija
Sherman Oaks, CA 91423
- Phil Thompson
PO Box 1130
Idyllwild, CA 92549

- **California Contracts Referral Service**

3660 Ruffin Rd #A
San Diego CA 92123-1810
Phone #: (858) 974-9806
Local FAX #: (858) 974-9913
California FAX: (800) 260-9323
webe.incom.net
www2.incom.net/webe/
Membership Required: Yes

Provides referrals of DVBE/SBE to prime bidders. Provides "Good Faith Effort" packaging referrals. Maintains database and electronic bulletin board for networking.

- **California Daily Bid Advisor**

1276 Lincoln Ave #203
San Jose CA 95125
Phone #: (408) 998-0241
or (800) 298-0240
FAX #: (408) 998-2534
Membership Required: No

Maintains a free 24-hour fax on demand database of DVBEs. Provides referrals for prime bidders and DVBE subcontractors. Assists prime contractors with the Association for Service Disabled Veterans District Counselors. Assists DVBEs in certification requirements. Provides information through phone inquiries and publications.

- **California Procurement Training and Assistance Center at West Valley**

1 West Campbell Ave Ste J70
Campbell CA 95008
Phone #: (408) 871-4390
FAX #: (408) 378-2034
Membership Required: No

Sponsored by the Dept. of Defense's Procurement Technical Assistance Center (PTAC) program. Provides referrals to prime bidders and DVBE subcontractors. Provides information on federal/state/local procurement actions. Assists in bid package preparation & DVBE certifications. Maintains database for automated bid matching & referral.

- **Challenge News**

1276 Lincoln Ave #203
San Jose CA 95125
Phone #: (408) 998-0241
or (800) 298-0240
FAX #: (408) 998-2534
Membership Required: No

Maintains a free 24-hour fax on demand database of DVBEs. Provides referrals for prime bidders and DVBE subcontractors. Assists prime contractors with the Association for Service Disabled Veterans District Counselors. Assists DVBEs in certification requirements. Provides information through phone inquiries and publications.

- **Contractors Assistance Center**

PO Box 894
Alta Loma CA 91701
Phone #: (800) 742-4124
FAX #: (800) 742-4125
Membership Required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains database of DVBEs. Responds to phone inquiries. Provides services for assistance with the "Good Faith Effort" requirements.

- **Disabledveterans.com**

PO Box 485
Pleasanton CA 94566
Phone #: (760) 942-3701
Fax #: (858) 777-4426
info@disabledveterans.com
www.disabledveterans.com
Membership Required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains a database and bulletin board. Responds to phone requests. Provides free small business development assistance, women veterans benefits assistance, articles and press releases concerning veteran's rights and benefits.

- **DVBE Network Sacramento & Vicinity**

3075 Alhambra Dr Ste 201
Cameron Park CA 95682
Phone #: (530) 677-8922
FAX #: (530) 676-3651
Membership Required: No

Provides referrals to DVBE subcontractors and prime contractors. Holds monthly meetings for networking. Interacts with state agency and public utility representatives. Provides DVBE capability matrix of certified DVBEs to prime contractors, state agencies and public utilities. Maintains a plan room for construction contracts.

- **Eldridge Bid Reporter, M/W/DVBE Assistance**

PO Box 699
West Sacramento CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
ebr@ebrbids.com
www.ebrbids.com
Membership Required: Yes

Provides referrals to prime contractors for DVBE subcontractors. Maintains a database of more than 9,000 firms that supply specific products or services throughout California.

• **Humboldt Builder's Exchange Inc**

2355 Myrtle Ave
Eureka CA 95501
Phone #: (707) 442-3708
FAX #: (707) 442-6051
Membership Required: Yes

Provides referrals to prime bidders and DVBE subcontractors. Provides membership list, database, & directory information upon request. Provides a plan room for construction bids.

• **Information Retrieval Service**

PO Box 55803
Riverside CA 92517
Phone #: (909) 789-8800
Fax #: (909) 829-8145
Membership Required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains database. Responds to phone inquiries.

• **Kern Minority Contractors Association**

PO Box 2367
Bakersfield CA 93302
Phone #: (661) 324-2480
or (661) 831-5067
FAX #: (661) 836-9287
www.minoritynews.com
Membership Required: Yes

Provides networking services between prime bidders and DVBE subcontractors. Sponsors outreach events. Responds to phone inquiries. Maintains directory and database. Maintains project plan room.

• **The News**

3816 Beethoven St #204
Los Angeles CA 90066
Phone #: (310) 390-8214
FAX #: (310) 390-8214

Owned and maintained by a DVBE. Provides referrals to DVBE subcontractors and prime contractors upon request. Interacts with state agency and public utility representatives. Sponsors legal seminars on meeting the DVBE participation goal, "Good Faith Effort," and Public Contract Code. Outreaches to judicial and legislative branches of government as well as trade organizations and companies bidding on state contract opportunities.

• **Regis Communications Construction Bid Source Interactive (CBSI)**

PO Box 568
Burson CA 95225-0568
Phone #: (209) 772-3670
FAX #: (800) 560-7266
info@constructionbidsource.com
www.constructionbidsource.com
Membership required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains a database of DVBEs. Responds to phone inquiries.

• **Riverside Community College District**

Procurement Assistance Center
2038 Iowa Avenue, Suite 100
Riverside CA 92507-2412
Phone #: (909) 788-2559
FAX #: (909) 788-2515
Membership Required: No

Provides a database of DVBEs to prime contractors upon request. Computer matches prime bidders and DVBE subcontractors. Assists with certification applications. Provides information on federal, state, and local contract opportunities.

- **San Diego ELITE DVBE Network**

3829 University Avenue
San Diego CA 92105
Phone #: (619) 284-9922
FAX #: (619) 284-4567
www.elitedvbe.org
Membership required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains database and directory. Responds to phone inquiries.

- **Small Business Exchange**

703 Market St Ste 1000
San Francisco CA 94103
Phone #: (415) 778-6250
FAX #: (415) 778-6255
www.sbeinc.com
Membership Required: No

Provides referrals to prime bidders and DVBE subcontractors. Networks with primes as members of the organization. Maintains a directory. Provides information through phone inquiries and newsletter.

- **The Voice**

3816 Beethoven St #204
Los Angeles CA 90066
Phone #: (310) 390-8214
FAX #: (310) 390-8214

Owned and maintained by a DVBE. Provides referrals to DVBE subcontractors and prime contractors upon request. Interacts with state agency and public utility representatives. Sponsors legal seminars on meeting the DVBE participation goal, "Good Faith Effort," and Public Contract Code. Outreaches to judicial and legislative branches of government as well as trade organizations and companies bidding on state contract opportunities.

- **The Weekly Bid Flash**

P O Box 6247
Folsom CA 95763-6247
Phone #: (916) 536-9337
FAX #: (916) 962-1678
Membership Required: No

Provides referrals to prime bidders for DVBE subcontractors. Maintains a database and directory of DVBEs. Responds to phone inquiries.

- **Weill Institute Small Business Development Center (SBDC)**

2100 Chester Ave, 1st Floor
Bakersfield CA 93301
Phone #: (661) 395-4126
FAX #: (661) 395-4134
Membership Required: No

Provides referrals to prime bidders and DVBE subcontractors. Maintains a database and bulletin board. Responds to phone inquiries. The center has a business library that assists clients in how to do business with government agencies and obtain procurement.

STEP 3: Advertising was published in trade papers and papers focusing on DVBEs.

Bidders must advertise their subcontracting opportunities:

- after the solicitation release and for at least 14 calendar days prior to the due date for bids, unless a shorter time frame is specified by the solicitation.
- in at least one "Trade" and one "Focus" paper (see definitions below).

Awarding Agency's Advertising Discretion

Awarding agencies may modify the advertising requirements or waive them altogether. The number and type of publications required may vary from contract to contract. Be sure to read the solicitation documents carefully for specific instructions on advertising, and contact the awarding agency's contracting official if you have any questions.

Dual Trade and Focus Papers

Some papers are both Trade and Focus. The awarding agency has the discretion to accept one advertisement in a consolidated

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trade and focus paper as long as the trade and focus paper is accepted by the DGS as meeting both legal definitions and the criteria for the specific bid. The awarding agency must specify in its solicitation if a dual trade and focus paper is acceptable.

Advertisement Content

The purpose of your advertisements is to obtain interested DVBE subcontractors and/or suppliers for the specific bid and resulting contract; therefore, general interest advertisements do not comply with the intent of this step. Refer to the solicitation for specific advertisement content requirements. Advertisements should be specific enough to encourage responses from potential DVBE subcontractors, and typically include the following information:

- Name the awarding department
- Identify the bid solicitation
- State the bid due date
- Identify the type of work available for bid or supplies needed
- Request bids or quotes from potential DVBE subcontractors
- Specify the geographical area/location where the work will take place.

Internet publications are acceptable as long as they are accepted by the DGS for meeting the definition of a trade and/or focus paper.

Awarding Agency's Ability to Waive Step 3, Advertising

Step 3 is the one step that the awarding agency has the authority to waive. If the awarding agency waives the advertising requirement, it will either include this information in the solicitation package or in an addendum. In this case, advertising will be waived for all bidders. In no case can advertising be waived for one bidder and not another.

TRADE PAPER: A Trade Paper is one that meets all of the following criteria:

1. has a business orientation relating to the trade or industry for which the advertisement is being placed;
2. is known and used by the members of that trade or industry;

3. primarily offers articles, editorials (if any), and advertisements of business opportunities aimed at that trade or industry; AND,
4. is available within the geographical area in which the advertisement is placed and the services are to be performed.

FOCUS PAPER: A Focus Paper is one that meets all of the following criteria:

1. has an orientation relating to DVBE(s);
2. is known and used by members of the DVBE community;
3. primarily offers articles, editorials (if any), and advertisements of business opportunities aimed at DVBEs; AND
4. is available within the geographical area in which the advertisement is placed and the services are to be performed.

TRADE PAPERS

Bidders should use the trade publications that best target their intended trade or industry.

- **Builders' Exchange of Stockton, Inc. - Construction Weekly**

7500 West Lane
Stockton, CA 95210
Phone #: (209) 478-1000
FAX #: (209) 478-2132
Email: stockbx@besonline
Online: www.besonline.com

Trade/Industry Type: Construction 100%
Circulation: 650
Publication Frequency: Weekly
Availability: Electronic Paper

- **California Bid Bulletin**

c/o Eldridge Bid Reporter
P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com

Trade/Industry Type: Service 10%,
Goods 50%, Construction 40%
Circulation: 800+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **California Bid Register**

P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com
Trade/Industry Type: Service 35%,
Goods 20%, Construction 45%
Circulation: 600+ (Statewide)
Publication Frequency: Weekly & Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **California Contracts**

3660 Ruffin Road, #A
San Diego, CA 92123-1810
Phone #: (858) 974-9806
Local FAX #: (858) 974-9913
Calif. FAX #: (800) 260-9323
E-mail: webepress@aol.com
Online: www.webepresscaliforniacontracts.com
Trade/Industry Type: Service 20%,
Goods 40%, Construction 40%
Circulation: 6,000 (Statewide)
Publication Frequency: Twice a Week
Availability: Electronic Paper

• **California Daily Bid Advisor**

1276 Lincoln Avenue, #203
San Jose, CA 95125
Phone #: (408) 998-0241
or (800) 298-0240
FAX #: (408) 998-2534
Trade/Industry Type: Service 33%,
Goods 33%, Construction 34%
Circulation: 675 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Challenge News**

1276 Lincoln Avenue, #203
San Jose, CA 95125
Phone #: (408) 998-0241
Or (800) 298-0240
FAX #: (408) 998-2534
Trade/Industry Type: Service 33%,
Goods 33%, Construction 34%
Circulation: 1,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Compliance News**

(DVBE certified)
11 S. Termino, Suite 214
Long Beach, CA 90803
Phone #: (562) 439-2788
Fax #: (562) 439-1398
E-mail: INFO@ComplianceNews.com
Online: www.ComplianceNews.com
Additional office:
2418 Bryon Street, Suite B
Berkeley, CA 94702
Phone #: (800) 599-6996
E-mail: INFO-North@ComplianceNews.com
Online: www.ComplianceNews.com/ North
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 84,000 (Statewide)
Publication Frequency: Weekly & Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Construction Bulletin (CMD)
Daily Construction Services**

Northern California:
80 Swan Way, # 130
Oakland, CA 94621-1438
Phone #: (800) 242-9747
FAX #: (800) 850-9009
Southern California:
Manhattan Beach Blvd. Ste 110
Redondo Beach, CA 90278
Phone #: (800) 850-2437
Fax #: (800) 850-9009
Trade/Industry Type: Construction 100%
Circulation: 1,100 No CA/1,800 So CA
Publication Frequency: Weekly & Daily
Availability: Electronic Paper

• **Construction News Weekly**

McGraw Hill Construction Publication
1791 Tribute Road, Suite D
Sacramento, CA 95815
Phone #: (888) 899-3732
FAX #: (925) 377-5018
E-mail: teri deloache@mcgraw-hill.com
Trade/Industry Type: Construction 100%
Circulation: 800 No./Central California
Publication Frequency: Weekly
Availability: Electronic Paper

• **Construction Star**

P.O. Box 6247
Folsom, CA 95763-6247
Phone #: (916) 536-9337
FAX #: (916) 962-1678
Trade/Industry Type: Service 15%,
Goods 15%, Construction 70%
Circulation: 1,500+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Construction Update, Inc.**

135 West Mission Avenue, Suite 202
Escondido, CA 92025-1719
Phone #: (760) 745-6144
FAX #: (760) 747-8661
Online: www.goodfaitheffort.com
Trade/Industry Type: Service 10%,
Goods 10%, Construction 80%
Circulation: 300+
Publication Frequency: Weekly
Availability: Electronic Paper

• **Construction Veteran News**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-5708
FAX #: (530) 432-7541
Trade/Industry Type: Service 10%,
Goods 10%, Construction 80%
Circulation: 1,500 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Contractor's Estimate, Inc.**

P.O. Box 292880
Phelan, CA 92329
Phone #: (760) 868-9192
FAX #: (760) 868-6814
E-mail: estimator@contractorsestimate.com
Online: www.ContractorsEstimate.com
Trade/Industry Type: Construction 100%,
Circulation: 100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Daily Pacific Builder**

1625 Van Ness Avenue, 3rd Floor
San Francisco, CA 94109
Phone #: (888) 899-3732
FAX #: (925) 377-5018
E-mail: teri.deloache@mcgraw-hill.com
Trade/Industry Type: Construction 100%
Circulation: 2,000
Publication Frequency: Daily
Availability: Electronic Paper

• **The Daily Reporter**

7909 Walerga Road, Suite 112, PMB 208
Antelope, CA 95843
Phone #: (916) 729-5432
FAX #: (916) 729-1588
E-mail: sberlin@surewest.net
Online: www.weeklyreporter.com
Trade/Industry Type: Service 3%,
Goods 2%, Construction 95%
Circulation: 100,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Disabled Veteran News**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-2436
FAX #: (530) 432-7541
E-mail: soapyone@jps.net
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 2,100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Disabled Veteran Voice**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-2436
FAX #: (530) 432-7541
E-mail: soapyone@jps.net
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 2,100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Disabled Veterans Resource Publications**

383 Diablo Road, Suite 100
Danville, CA 94526
Phone #: (760) 942-3701
Fax #: (858) 777-4426
E-mail: info@disabledveterans.com
Online: www.disabledveterans.com
Trade or Industry Type: Service 25%,
Goods 30%, Construction 45%
Circulation: 1250+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Green Sheet**

1333 S. Mayflower, 3rd Floor
Monrovia, CA 91016
Phone #: (888) 899-3732
FAX #: (925) 377-5018
E-mail: teri.deloache@mcgraw-hill.com
Trade/Industry Type: Construction 100%
Circulation: 2,000
Publication Frequency: Daily
Availability: Electronic Paper

● **Humboldt Builders' Exchange, Inc. Weekly Bulletin**

2355 Myrtle Avenue
Eureka, CA 95501-3396
Phone #: (707) 442-3708
FAX #: (707) 442-6051
E-mail: planroom@humbx.com
Online: www.humbx.com
Trade/Industry Type: Construction 100%
Circulation: 330+
Publication Frequency: Weekly
Availability: Electronic Paper

● **MWDVBE Weekly**

P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com
Trade/Industry Type: Service 60%,
Goods 10%, Construction 30%
Circulation: 400+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **North Coast Builders Exchange**

987 Airway Court
Santa Rosa, CA 95403
Phone #: (707) 542-9502
FAX #: (707) 542-2027
Online*: ncbe.santarosa.com
*Do not include www. as part of the
Internet address

Trade/Industry Type: Service 20%,
Construction 80%
Circulation: 1,800
Publication Frequency: Weekly
Availability: Electronic Paper

● **Regis' Construction Bid Source Interactive (CBSI)**

P.O. Box 568
14237 Camanche Parkway
Burson, CA 95225-0568
Phone #: (209) 772-3670
FAX #: (209) 772-3573
E-mail: info@constructionbidsource.com
Online: www.constructionbidsource.com
Trade/Industry Type: Service 10%,
Goods 10%, Construction 80%
Circulation: 600+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Sacramento Builders' Exchange - Weekly Bulletin**

1331 T Street
Sacramento, CA 95814
Phone #: (916) 498-8468
FAX #: (916) 729-1588
E-mail: lambertj@sbxchange.net
Online: www.sbxchange.net
Trade/Industry Type: Service 8%,
Goods 15%, Construction 68%
Circulation: 1,300 (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper

• **San Luis Obispo County Builders' Exchange - Weekly Bulletin**

3563-G Sueldo
San Luis Obispo, CA 95814
Phone #: (805) 593-7330
FAX #: (805) 593-7016
E-mail: slocbe@thegrid.net
Online: www.slocbe.com
Trade/Industry Type: Service 20%,
Construction 80%
Circulation: 700
Publication Frequency: Weekly
Availability: Electronic Paper

• **SBE Today**

703 Market St Ste 1000
San Francisco, CA 94103
Phone #: (415) 778-6250
Fax #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com
Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: 5,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Service Disabled Veteran Enterprises, LLC**

3701 Birch St Ste 220
Newport Beach, CA 92660
Phone #: (949) 263-1497
Fax #: (949) 263-5088
E-mail: dvbe@dvbe.com
Online: www.dvbe.com
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 4,000
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Shasta Builders' Exchange Weekly Bulletin**

2990 Innsbruck Drive
Redding, CA 96003
Phone #: (530) 221-5556
FAX #: (530) 221-2140
Trade/Industry Type: Service 16%,
Construction 84%
Circulation: 875 No./Central California
Publication Frequency: Weekly
Availability: Electronic Paper

• **Small Business Exchange**

703 Market St Ste 1000
San Francisco CA 94103
Phone #: (415) 778-6250
FAX #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com
Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: 5,000 (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Solano-Napa Builders Exchange Construction News**

135 Camino Dorado
Napa, CA 94558
Phone #: (707) 255-2515
FAX #: (707) 255-2749
Online: www.snbe.com
Trade/Industry Type: Construction 100%
Circulation: 450
Publication Frequency: Weekly
Availability: Electronic Paper

• **The Weekly Bid Flash**

P.O. Box 6247
Folsom, CA 95763-6247
Phone #: (916) 536-9337
FAX #: (916) 962-1678
Circulation: 1200+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **The Thomas Bid Register**

P.O. Box 2066
Colton, CA 92324-0803
Phone #: (800) 570-7070
FAX #: (800) 548-4237
Trade/Industry Type: Service 5%,
Goods 5%, Construction 90%
Circulation: 1000+ (Statewide)
Publication Frequency: Biweekly
Availability: Electronic Paper

● **www.SBEinc.com**

703 Market St Ste 1000
San Francisco, CA 94103
Phone #: (415) 778-6250
FAX #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com
Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: 5,000+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **www.SDVhub.com**

1197 Mitchell Lane
Big Bear City, CA 92314
Phone #: (909) 585-8383
FAX #: (909) 585-5996
E-mail: mjking@sdvhub.com
Online: www.SDVhub.com
Trade/Industry Type: Construction 100%,
Circulation: 450 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

FOCUS PAPERS

Bidders should use the focus publication that will best target their needs.

● **Able Disabled Veteran Outreach News**

615 Port Drive, Suite 103
San Mateo, CA 94404
Phone #: (408) 283-9388
FAX #: (408) 283-9388
Trade/Industry Type: Service 35%,
Goods 35%, Construction 30%
Circulation: 1300+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper

● **California Bid Bulletin**

c/o Eldridge Bid Reporter
P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com
Trade/Industry Type: Service 10%,
Goods 50%, Construction 40%
Circulation: 800+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **California Bid Register**

P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com
Trade/Industry Type: Service 35%,
Goods 20%, Construction 45%
Circulation: 600+ (Statewide)
Publication Frequency: Weekly & Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **California Daily Bid Advisor**

1276 Lincoln Avenue, #203
San Jose, CA 95125
Phone #: (408) 998-0241
or (800) 298-0240
FAX #: (408) 998-2534
Trade/Industry Type: Service 33%,
Goods 33%, Construction 34%
Circulation: 675 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Challenge News**

1276 Lincoln Avenue, #203
San Jose, CA 95125
Phone #: (408) 998-0241
Or (800) 298-0240
FAX #: (408) 998-2534
Trade/Industry Type: Service 33%,
Goods 33%, Construction 34%
Circulation: 1,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Compliance News**

(DVBE certified)
11 S. Termino, Suite 214
Long Beach, CA 90803
Phone #: (562) 439-2788
Fax #: (562) 439-1398
E-mail: INFO@ComplianceNews.com
Online: www.ComplianceNews.com

Additional office:

2418 Bryon Street, Suite B
Berkeley, CA 94702
Phone #: (800) 599-6996
E-mail: INFO-North@ComplianceNews.com
Online: [www.ComplianceNews.com/ North](http://www.ComplianceNews.com/North)
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 84,000 (Statewide)
Publication Frequency: Weekly & Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Construction Star**

P.O. Box 6247
Folsom, CA 95763-6247
Phone #: (916) 536-9337
FAX #: (916) 962-1678
Trade/Industry Type: Service 15%,
Goods 15%, Construction 70%
Circulation: 1,500+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Construction Veteran News**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-5708
FAX #: (530) 432-7541
Trade/Industry Type: Service 10%,
Goods 10%, Construction 80%
Circulation: 1,500 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Contractor's Estimate, Inc.**

P.O. Box 292880
Phelan, CA 92329
Phone #: (760) 868-9192
FAX #: (760) 868-6814
E-mail: estimator@contractorsestimate.com
Online: www.ContractorsEstimate.com
Trade/Industry Type: Construction 100%,
Circulation: 100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **The Daily Reporter**

7909 Walerga Road, Suite 112, PMB 208
Antelope, CA 95843
Phone #: (916) 729-5432
FAX #: (916) 729-1588
E-mail: sberlin@surewest.com
Online: www.weeklyreporter.com
Trade/Industry Type: Service 3%,
Goods 2%, Construction 95%
Circulation: 100,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Disabled Veteran News**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-2436
FAX #: (530) 432-7541
E-mail: soapystone@jps.net
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 2,100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **Disabled Veteran Voice**

Francis Trottier (DVBE & SB Certified)
13518 Lake Wildwood Drive
Penn Valley, CA 95946-9500
Phone #: (530) 432-5708
FAX #: (530) 432-7541
E-mail: soapystone@jps.net
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 2,100 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Disabled Veterans Resource Publications**

383 Diablo Road, Suite 100
Danville, CA 94526
Phone #: (760) 942-3701
Fax #: (858) 777-4426
E-mail: info@disabledveterans.com
Online: www.disabledveterans.com
Trade or Industry Type: Service 25%,
Goods 30%, Construction 45%
Circulation: 1250+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Minority Bidders Bulletin**

135 West Mission Avenue, Suite 202
Escondido, CA 92025
Phone #: (760) 745-6144
Fax #: (760) 747-8661
Online: www.goodfaitheffort.com
Circulation: 1,000+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper

● **MWDVBE Weekly**

P.O. Box 699
West Sacramento, CA 95691
Phone #: (916) 444-7618
FAX #: (916) 444-7731
E-mail: ebr@ebrbids.com
Online: www.ebrbids.com
Trade/Industry Type: Service 60%,
Goods 10%, Construction 30%
Circulation: 400+ (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Regis' Construction Bid Source Interactive (CBSI)**

P.O. Box 568
14237 Camanche Parkway
Burson, CA 95225-0568
Phone #: (209) 772-3670
FAX #: (209) 772-3573
E-mail: info@constructionbidsource.com
Online: www.constructionbidsource.com
Trade/Industry Type: Service 10%,
Goods 10%, Construction 80%
Circulation: 600+ (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **SBE Today**

703 Market St Ste 1000
San Francisco, CA 94103
Phone #: (415) 778-6250
Fax #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com
Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: 5,000 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Service Disabled Veteran Enterprises, LLC**

3701 Birch St Ste 220
Newport Beach, CA 92660
Phone #: (949) 263-1497
Fax #: (949) 263-5088
E-mail: dvbe@dvbe.com
Online: www.dvbe.com
Trade/Industry Type: Service 33%,
Goods 33%, Construction 33%
Circulation: 4,000
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

● **Small Business Exchange**

703 Market Street, Suite 1000
San Francisco, CA 94103
Phone #: (415) 778-6250
FAX #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com
Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: 5,000 (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

DVBE
Resources

• **The Veterans Press**

3508—24th Street
Sacramento, CA 95818
Phone #: (916) 731-7004
FAX #: (916) 731-8125
E-mail: vetpress@aol.com

Circulation: 63 No. California
Publication Frequency: Weekly
Availability: Electronic Paper

• **WEBE Press**

3660 Ruffin Road, #A
San Diego, CA 92123-1810
Phone #: (858) 974-9806
Local FAX #: (858) 974-9913
Calif. FAX #: (800) 260-9323
E-mail: webepress@aol.com
Online: www.webepresscaliforniacontracts.com

Circulation: 1,800 – 2,000 (Statewide)
Publication Frequency: Twice a Week
Availability: Electronic Paper

• **The Weekly Bid Flash**

P.O. Box 6247
Folsom, CA 95763-6247
Phone #: (916) 536-9337
FAX #: (916) 962-1678

Circulation: 1200 + (Statewide)
Publication Frequency: Weekly
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

• **W/M/S/DVBE Construction News**

P.O. Box 7675
Redlands, CA 92375
Phone #: (800) 570-7070
FAX #: (800) 548-4237

Circulation: 1,000+ (Statewide)
Publication Frequency: Biweekly
Availability: Electronic Paper

• **www.SBEinc.com**

703 Market St Ste 1000
San Francisco, CA 94103
Phone #: (415) 778-6250
FAX #: (415) 778-6255
E-mail: sbe@sbeinc.com
Online: www.sbeinc.com

Trade/Industry Type: Service 25%,
Goods 15%, Construction 50%,
Circulation: Statewide
Publication Frequency: Daily
Availability: Electronic Paper

• **www.SDVhub.com**

1197 Mitchell Lane
Big Bear City, CA 92314
Phone #: (909) 585-8383
FAX #: (909) 585-5996
E-mail: mjking@sdvhub.com
Online: www.SDVhub.com

Trade/Industry Type: Construction 100%,
Circulation: 450 (Statewide)
Publication Frequency: Daily
Availability: Electronic Paper
DUAL PURPOSE: TRADE & FOCUS

STEP 4: Invitations to bid were submitted to potential DVBE contractors.

Conducting Steps 1-3 should establish a list of potential DVBE subcontractors. Step 4 requires the bidder to invite these potential DVBE subcontractors to supply the needed service or goods.

Invite DVBEs to bid by supplying them with all the information they need in order to respond, such as:

1. The service or product available for bid
2. The geographic area where the work will be performed, if applicable
3. The awarding department
4. The bid due date
5. Any other information needed to bid

The invitation you make must be specific enough so that a response may be made. The terms of the invitations must also be equal; for example, if bonding assistance is offered to one potential subcontractor, it must be offered to all.

You may invite potential DVBE subcontractors to bid via:

- Direct mail
- Telephone
- Fax
- E-mail
- Or through referral centers.

Make sure that the invitation method used meets the solicitation's documentation requirements.

If you use a service firm or referral center...
...that assists prime bidders with the completion of requirements for DVBE goal attainment and the "Good Faith Effort, the prime bidder is responsible for

STEP 5: Available DVBEs were considered.

To fulfill Step 5, the bidder must:

- Consider all DVBE responses, using the same evaluation criteria for each.
- If the bidder decides not to select a DVBE, the business reasons for non-selection must be documented and submitted to the awarding agency.
- And — as always — document the effort.

If you use a service firm or referral center...

...that assists prime bidders with the completion of requirements for DVBE goal attainment and the "Good Faith Effort, the prime bidder is responsible for demonstrating Steps 4 and 5.

What the Awarding Department Looks For

The awarding department evaluates the effort made by the bidder to seek out and consider DVBEs as potential subcontractors.

In evaluating the bidder's effort, the awarding department requires written documentation that the bidder completed all 5 "Good Faith Effort" steps (with the exception only of Step 3 if the awarding department waived it, in which case no advertising is required).

Based on this evaluation, the awarding department, at its sole discretion, may find that the bidder complied with the program requirements. If a bidder fails to meet the participation program requirements, the bid shall be deemed non-responsible and ineligible for award.

Compliance Option C: Referencing an Approved DVBE Business Utilization Plan

- What is a DVBE Business Utilization Plan?
- Who Can Submit One?
- How Do I Get an Application?
- Who Holds Active Plans?

The following paragraphs provide an overview of the DVBE Business Utilization Plan option. If you think this option might work for your business, request a DVBE Utilization Plan application by calling (916) 375-4400.

What is a DVBE Business Utilization Plan?

A DVBE Business Utilization Plan is a written commitment to contract with certified DVBEs for at least 3% of your firm's anticipated cost of doing business over the next year (includes subcontracts and some operating expenses excluding rent, employee salaries, wages, etc.). This 3% applies to **all** business conducted by your firm **in** the State—not just contracts **with** the State of California.

State agencies accept approved utilization plans when awarding contracts for goods and information technology (IT) goods and services only. Utilization plans do not apply toward non-IT services and all other types of contracts. Contracts with DVBE Business Utilization Plan holders are not applicable for state agencies' annual DVBE participation goal reports unless the bid specifically commits to subcontracting a specified percentage or dollar amount of the contract to a DVBE.

Who Can Submit a DVBE Business Utilization Plan?

Any firm that intends to bid on state contracts for goods (also described as "materials, supplies or equipment") and IT goods and services (also described as "electronic data processing and telecommunications goods and services") may apply for a utilization plan. However, each firm should decide if a utilization plan is the best method for achieving the DVBE participation goal. This decision requires an evaluation of your firm's total California expenses versus the value of state contracts you anticipate being awarded. The more overall business conducted with DVBEs and the higher the percentage of state contracts you anticipate being awarded, the more sense it makes to consider the utilization plan option.

Some things to consider:

- A utilization plan is a commitment to contract with DVBEs at least 3% of your firm's total anticipated cost of doing business during the next year. If you fail to meet that commitment, you may be prevented from doing future business with the state for up to two years.
- The preparation of a utilization plan and the subsequent reporting requirements take time and commitment. If you only bid on a few state contracts each year, it may be easier to simply fulfill the DVBE requirements each time you bid.

Submit Your DVBE Business Utilization Plan Early

If you are submitting a plan that is intended to satisfy DVBE goals for a particular state agency solicitation, the plan must be approved by the Department of General Services prior to the bid opening date.

Public Contract Code states that a DVBE Business Utilization Plan shall be considered approved "as of the date submitted . . . so long as the plan meets the minimum criteria." So, *technically*, your plan may be submitted the same day of the bid due date, and *if you've done everything correctly*, your plan will be approved and will satisfy the DVBE requirements of the solicitation on which you are bidding.

However, waiting until the last day to submit your plan is risky because any errors or omissions must be corrected before the plan can be approved.

If you plan to submit a DVBE Business Utilization Plan and application, submit it as early as possible to allow time for revisions.

To Request a DVBE Business Utilization Plan Application

The DVBE Business Utilization Plan application is available online at:

<http://www.pd.dgs.ca.gov>

Go to: Featured Links

Select: DVBE Program

Select: Business Utilization Plan

You may also request a DVBE Business Utilization Plan application by calling the DGS at (916) 375-4400 or (800) 559-5529. An application will be mailed to you.

ACTIVE DVBE BUSINESS UTILIZATION PLANS

(as of 12/19/02)

- GovStor
1319 20th Street
Sacramento, CA 95814
Phone: (916) 446-3232
FAX: (916) 313-3426
Approved: 09/06/02
Expires: 08/31/03
- The Very Last Word
50 East Hamilton Ave., Ste. 280
Campbell, CA 95008
Phone: (408) 341-8805
FAX: (408) 341-8808
Approved: 07/25/02
Expires: 05/31/03

DVBE
Resources

DVBE Program Requirements

The following information is provided to give readers a general understanding of the regulations relevant to the DVBE Participation Program. The information provided here has been excerpted and paraphrased from the actual codes and regulations. Readers should refer to the referenced code or regulation for complete information.

Program Violations

[Reference PCC §10115.10]:

It is unlawful for a person or firm to:

1. Knowingly and with intent to defraud, or fraudulently obtain or retain Disabled Veteran Business Enterprise (DVBE) certification.
2. Willfully and knowingly make a false statement with the intent to defraud, or to influence any entity's DVBE certification.
3. Willfully and knowingly obstruct, impede or attempt to obstruct or impede any state official or employee who is investigating a business entity's qualifications regarding the requested acceptance or certification as a DVBE.
4. Knowingly and with intent to defraud, obtaining or attempting to obtain public monies to which the person is not entitled under the DVBE Participation Program.
5. Establish or cooperate in the establishment of, or exercise control over, a firm found to have violated any of the above.

Program violations should be reported to the awarding agency. Awarding agencies will investigate and report all alleged DVBE Participation Program violations with a recommendation for action to the Procurement Division, Office of Small Business and DVBE Certification (OSDC). The Procurement Division, OSDC will subsequently forward the allegations to the attorney general for possible action. Questions related to reporting potential DVBE program abuse, "commercially useful function," ownership and management/operation control by the qualifying disabled veteran(s), or the iden-

tity of the qualifying disabled veteran(s), should be directed to the Procurement Division, OSDC, at (800) 559-5529 or (916) 375-4936.

Violators are guilty of a misdemeanor and may also be liable for a civil penalty. Additionally, violators shall be suspended from bidding on, or participating as either a contractor, subcontractor, or supplier in any state contract or project. Note: Validated program violations may result in revocation of DVBE certification.

[Reference CCR 2, §1896.80]

Prior to reporting an alleged violation of PCC § 10115.10 to the DGS-PD, Office of Small Business and DVBE Certification, awarding agencies must investigate the alleged violation and shall prepare a written report of their findings. The written report must also include an action recommendation to be taken commensurate with the awarding agency's findings and must be submitted to the DGS-PD within 60 days of notification to the awarding agency of the alleged violation.

In the court ruling of Monterey Mechanical vs. Wilson, the California Minority and Women Business Enterprise (M/WBE) Participation Program requirements of PCC § 10115, et seq., were found unconstitutional, thereby eliminating the M/WBE participation goals from state contracts. This ruling does not apply to state contracts that are federally funded.

Substitution of a DVBE

[Reference CCR 2, §1896.64 c-d]

1) After a contract award, the successful bidder/contractor must use the DVBE subcontractors and/or suppliers proposed in the solicitation response to the state, unless a substitution is requested. The bidder/contractor must request the substitution in writing to the awarding agency and the awarding agency must approve the substitution in writing prior to commencement of any work by the new subcontractor/supplier. At a minimum, the substitution request must include:

a) A written explanation of the substitution reason; and if applicable, the contractor must also include the reason a non-DVBE subcontractor is proposed for use. (See specific explanations in item 4 on the following page as identifiable substitution reasons.)

b) A written description of the substitute business enterprise, including their business status as a:

- sole proprietorship, partnership, corporation or other entity, and
- the firm's DVBE certification status, if any.

c) A written notice detailing a clearly defined portion of the work identified both as a task and as a percentage share/dollar amount of the overall contract that the substitute firm will perform.

2) The request for substitution of the DVBE subcontractor/supplier must be approved in writing by the awarding department prior to the commencement of any work by the subcontractor/supplier.

3) The DVBE substitution request and the awarding agency's approval or disapproval cannot be used as an excuse for noncompliance with any other law provision, including, but not limited to, the Subletting and Subcontracting Fair Practices Act (PCC §§ 4100 et seq.) or any other contract requirements relating to subcontractors substitution.

4) The awarding agency may consent to the subcontractor substitution in any of the following situations:

a) After having a reasonable opportunity to do so, the subcontractor listed in the bid fails or refuses to execute a written contract presented to the subcontractor by the prime contractor. The written contract is based upon the general terms, conditions, plans and project specifications or the terms of that subcontractor's written bid.

b) When the listed subcontractor becomes bankrupt or insolvent, or goes out of business.

c) When the listed subcontractor fails or refuses to perform their subcontract.

d) When the listed subcontractor fails or refuses to meet the prime contractor's bond requirements.

e) When the prime contractor demonstrates to the awarding agency, or its duly authorized officer, that the subcontractor's name was listed as a result of an inadvertent clerical error.

f) When the listed subcontractor is not licensed pursuant to any applicable licensing requirement of any regulatory agency of the State of California.

g) When the awarding agency, or its duly authorized officer, determines that the work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications, or the subcontractor is substantially delaying or disrupting the work process.

- Prior to the approval of the prime contractor's substitution request, the awarding agency, or its duly authorized officer, must give written notice to the prime contractor's listed subcontractor being substituted and the reasons for the request. The notice shall be served by certified or registered mail to the subcontractor's last known address.

- The noticed subcontractor has five days to submit a written objection to the substitution to the awarding agency. Failure to file the written objection constitutes the listed subcontractor's consent to the substitution.

- If written objections are filed, the awarding authority shall give at least five working days written notice to the listed subcontractor of the awarding agency's hearing on the prime contractor's substitution request.

Compliance

[Reference PCC, §10115.3]

The awarding agency is responsible for establishing a method of monitoring goal adherence. To verify a bidder's effort to seek out and consider DVBEs as potential subcontractors, the awarding department may use any of the following monitoring options:

[Reference State Contracting Manual 8.16, Rev 10/98]

- Random verification of contact claimed by the bidder (either federal, state or local organizations);
- Review multiple bids submitted by the same vendor to verify independent effort and documentation. Evidence of insincere efforts may include:

1. Repeating unsuccessful contacts rather than trying a new contact.
2. Using contacts that are out of business.
3. Soliciting businesses not relevant to the contract.
4. Copying identical DVBE documentation packages.
5. Soliciting DVBEs after the bid due date or with insufficient time for a quality response.

- Review job-related bid evaluation criteria and how it was applied to subcontractor/supplier bids;

- Contact DVBEs listed for participation prior to or upon contract award.

[Reference State Contracting Manual 8.15 (c), Rev 10/98]

If a bidder fails to comply with the contract goal requirements, the awarding department shall deem the bidder non-responsive and ineligible for the contract award.