

State Contracting  
**Resource  
Packet**

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RESOURCES FOR  
LOCATING CERTIFIED:

- 8 Disabled Veteran  
Business Enterprises  
(DVBES)
- and
- 8 Small Businesses



State of California, Department of General Services  
**Office of Small Business Certification & Resources**  
**(OSBCR)**

December, 1999

**T**hank you for contacting the Office of Small Business Certification and Resources (OSBCR) for information on locating certified Disabled Veteran Business Enterprises (DVBEs) and certified Small Businesses.

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.

The Resource Packet is divided into two sections and an attachment:

**SECTION ONE: DVBE ..... PAGES 2 – 26**

The first section focuses on Disabled Veteran Business Enterprises (DVBEs). This section will be particularly useful for prime bidders and state agencies seeking DVBEs to fulfill a contract participation goal.

**SECTION TWO: SMALL BUSINESS ..... PAGES 27 – 40**

The second section focuses on certified Small Businesses. This section will be particularly useful for state agencies seeking small businesses with which to contract, and for small businesses seeking information about doing business in California.

**ATTACHMENT: SMALL BUSINESS ADVOCATES ..... ATTACHMENT**

This list of the state's Small Business Advocates will be useful for small businesses seeking a liaison in state agencies. This list is published separately in order to provide the most current advocate information possible.

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This document is published by the  
State of California  
Department of General Services  
Office of Small Business Certification and Resources

Please direct questions or comments to:

Office of Small Business Certification and Resources  
1531 I Street, Second Floor  
Sacramento, CA 95814-2016

Receptionist: (916) 323-5478  
24-hour Recording: (916) 322-5060  
FAX: (916) 442-7855

Internet Address: <http://www.dgs.ca.gov/osbcr>

# A Guide to Section One: Disabled Veteran Business Enterprise (DVBE)

The section focuses on Disabled Veteran Business Enterprises (DVBEs), and will be particularly useful for prime bidders and state agencies seeking DVBEs to fulfill a contract participation goal.

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## Section 1:

# 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. It is up to the state agency to decide whether or not a particular contract will contain a DVBE participation goal and what the percentage of that goal will be. 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 Goals**

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

A firm has two options for meeting a DVBE participation goal:

1. Locate and commit to certified DVBE firms who will perform at least 3%, or the percent of work specified by the contract; or
2. Reference an approved DVBE Utilization Plan.

If full goal attainment is not achieved, the bidder's "good faith effort" to attain the goal must be documented to meet DVBE Participation Program requirements.

### **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 commodities and services needed to complete the contract you're bidding on.

The California Code of Regulations state that the DVBE (or DVBEs) you choose must play a “commercially useful function” in the state contract you’re bidding on. A DVBE contractor, subcontractor or supplier is considered performing a commercially useful function when it meets the following criteria:

(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 commodities?
- 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?

### **What is a “Certified” DVBE?**

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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.”

A certified DVBE is a business currently certified by the State of California, Office of Small Business Certification and Resources.

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 OSBCR at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr) or (916)322-5060.

### **California Department of Veterans Affairs Appoints DVBE Advocate**

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

The new 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.

## **Compliance Option #1: 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

The OSBCR maintains a database of certified DVBEs. The database is available in two formats:

1. A printed list, updated quarterly; and
2. An Internet database, updated daily, which can be searched on-line.

If you have Internet access, you can use the on-line 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 quarterly. Be sure you have the most current list.
- The list is lengthy and cannot be FAX'd, but we will gladly mail it to you.

To request a copy of the most current, printed DVBE list, you have two options:

1. Call our receptionist, Monday through Friday between the hours of 8am and 5pm at (916)323-5478.  
-OR-
2. Call our 24 hour information and document request system at (916)322-5060. You will be instructed to leave your name and mailing address.

No matter what option you choose, your

DVBE list will be mailed immediately.

### **About the On-Line DVBE Database...**

- The Internet DVBE 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 on-line database query.
- The Internet DVBE database allows specific queries, based on the type of firms you're looking for and the area of the state in which you're searching.

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You can find DVBEs (and other helpful, contracting information) on-line at:

[www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr)

## How To Use the DVBE Database

Action...	Choose or Enter...	Comments...
Go to	<a href="http://www.dgs.ca.gov/osbcr">http://www.dgs.ca.gov/osbcr</a>	
Click on	"Services" in the left hand column	
Click on	<a href="#">Certified Small Business and Disabled Veteran Business Enterprise Firm Listing</a>	
Scroll down and click on	<a href="#">Small Business and Disabled Veteran Business Enterprise Firm Listings</a>	
Select	the red button labeled "General Query"	If you already know the firm you're looking for and just want to verify that they're certified, choose the button marked "REF number or DBA."
Select one "Business Type," depending on your needs	The choices are: <ul style="list-style-type: none"> <li>• Manufacturer</li> <li>• Non-Manufacturer</li> <li>• Service</li> <li>• Construction</li> </ul>	Firms are certified by one or more of these four Business Types, depending on the type of services or commodities the firm offers.
Choose	The Certification Type marked: <ul style="list-style-type: none"> <li>• Disabled Veteran Business Enterprise</li> </ul>	
Select	the gray button labeled "Continue"	
Select one "Major Industry" group, depending on your needs	The Major Industry groups from which you may choose will vary, based on the Business Type you chose earlier.	<p>SIC (or "Standard Industrial Codes") are codes used to identify the type of service or product the vendor offers.</p> <p>All certified firms (non-construction) have told us that they provide a product or service in one or more of these Major Industry Groups.</p> <p>Certified construction firms are not classified with SIC codes. Instead, construction firms are classified by the type of construction license they have been granted by California's Contractors State License Board.</p>
Select	the gray button labeled "Continue"	

...instructions continued on the next page

...continued from the previous page

<p>Select one or more "Line of Business" SIC Codes</p>	<p>The Business Lines from which you may choose will vary, based on the Major Industry Group you chose earlier.</p> <p><i>[hold down the control key on your keyboard to select multiple Business Line codes]</i></p>	<p>All certified firms (non-construction) have told us that they provide a product or service in one or more of these Lines of Business.</p> <p>The "Line of Business" listing for certified construction firms contains all license types offered by California's Contractors State License Board.</p>
<p>Choose one of the red buttons</p>	<p>The choices are:</p> <ul style="list-style-type: none"> <li>• Firms Statewide</li> <li>• Firms by Location</li> </ul>	<p>To produce the broadest selection of firms, it is best to do the query twice, selecting "Firms Statewide" the first time and "Firms by Location" the second.</p> <p>Choosing "Firms Statewide" will result in a list of those firms who indicated on their original application that they had the ability to do business "statewide."</p> <p>Choosing "Firms by Location" will result in a list of those firms who indicated on their original application that they had the ability to do business in a particular area of the state.</p>

*If you chose "Firms by Location" in the previous step:  
A California map will appear on your screen. Click on one of the 12 geographic locations, indicating in which area of the state you wish to search for certified DVBEs*

<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>	
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## **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 OSBCR 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 bidders to participate by supplying them with all the information they need to bid, such as:

- The service or product available for bid
- The geographic area where the work will take place, if applicable

- The awarding department
- The bid opening date
- 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 #2: Referencing an Approved DVBE Utilization Plan

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

*The following paragraphs provide an overview of the DVBE Utilization Plan option. If you think this option might work for your business, request a DVBE Utilization Plan application by calling (916) 323-5478.*

### What is a DVBE Utilization Plan?

A DVBE 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 operating expenses). This 3% applies to *all* business done by your firm—not just contracts with the State of California.

State agencies accept approved utilization plans when awarding contracts for commodities and information technology (IT) goods and services.

### Who Can Submit a DVBE Utilization Plan?

Any firm that intends to bid on state contracts for commodities and IT goods and services (described by law as “materials, supplies or equipment, including electronic data processing and telecommunications goods and services”) may file 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 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:

- An approved utilization plan saves time when you prepare a bid proposal because you simply cite the approved plan on your proposal rather than seeking out DVBEs to fulfil the needs of that particular contract.
- 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.
- A utilization plan is a commitment to contract at least 3% of your firm's anticipated cost of doing business over the next year. If you fail to meet that commitment, you may be prevented from doing future business with the state for up to 2 years.

### Submit Your DVBE Utilization Plan Early

If you are submitting a plan which is intended to satisfy DVBE goals for a particular state agency solicitation, the plan must be approved by the Department of General Services, Office of Small Business

Certification and Resources, prior to the bid opening date.

Public Contract Code states that a 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 the bid is due, 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 if it contains any errors or omissions, they must be corrected before the plan can be approved.

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

### **To Request a DVBE Utilization Plan Application**

You may request a DVBE Utilization Plan application by calling OSBCR at (916) 323-5478. An application will be mailed to you.

## 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 proscribed 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, it serves to demonstrate to the awarding agency that a credible effort was made.

The “good faith effort” consists of five, legally defined steps. 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 the awarding department to identify DVBEs.
2. Contact other state and federal agencies, and local DVBE organizations to identify DVBEs.
3. Publish advertisements in trade papers and papers focusing on DVBEs.
4. Invite potential DVBE contractors to bid.
5. Consider interested DVBEs.

In detail, the five steps of the good faith

effort are:

### **STEP 1:** Contact the awarding department to identify DVBEs.

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

The awarding department may respond with:

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

### **STEP 2:** Contact other state

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

and federal agencies, and 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 Certification and Resources (OSBCR)** formerly known as the Office of Small and Minority Business (OSMB)

1531 I St., Second Floor  
Sacramento CA 95814-2016

Receptionist: (916) 323-5478  
24-Hour Recording: (916) 322-5060  
FAX #: (916) 442-7855  
Certified DVBE listing Internet address:  
[www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr)

Serves as a resource to state agencies and business firms for the DVBE Participation Program, certifies small businesses & DVBEs, provides business information to further participation in state contracting opportunities. Publishes a listing of certified DVBEs.

- **California Department of Transportation (CALTRANS)**

Business Enterprise Program  
1820 Alhambra Blvd.  
Sacramento CA 95816  
Mailing Address: PO Box 942874  
Sacramento CA 94274-0015  
Phone #: (916) 227-9599  
[www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)

Based on the federal Disadvantaged Business Enterprises (DBEs) program, maintains a database, and provides directories of minority and woman-owned firms, and DVBEs.

#### FEDERAL CONTACTS

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

<http://pro-net.sba.gov/pro-net/search.html>

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

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.

#### 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.

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

PO Box 2312  
Stanford CA 94305  
Phone #: (650) 949-3751  
FAX #: (650) 949-0336  
[www.asdv.com](http://www.asdv.com)  
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 Structhers  
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 #: (619) 974-9806  
FAX #: (1-800) 260-9323  
webe.incom.net  
www2.incom.net/webe/  
Membership Required: Yes

Provide 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 inquires. Pro-

vides services for assistance with the good faith effort requirements.

- **Disabledveterans.com**

PO Box 485  
Pleasanton CA 94566  
Phone #: (925) 847-0912  
Fax #: (925) 847-0913  
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 9000 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 #: (805) 324-2480  
or (805) 831-5067  
FAX #: (805) 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 DVBE. Provides referrals to DVBE subcontractors and prime contractors upon request. Interacts with state agency and public utility representatives. Sponsors legal seminars on meeting DVBE participation goal, good faith efforts 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  
regis@inreach.com  
www.regis-usa.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  
3638 University Ave Ste 210  
Riverside CA 92501-3334  
Phone #: (909) 684-8469  
FAX #: (909) 684-8369  
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 DVBE Network**

PO Box 4036  
La Mesa CA 91944  
Phone #: (619) 461-5420  
FAX #: (619) 461-5450  
www.surfspin.com/dvbesd

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 inquires and newsletter.

- **The Voice**

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

Owned and maintained by DVBE. Provides referrals to DVBE subcontractors and prime contractors upon request. Interacts with state agency and public utility representatives. Sponsors legal seminars on meeting DVBE participation goal, good faith efforts 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)**

1706 Chester Ave Ste 200  
Bakersfield CA 93301  
Phone #: (805) 322-5881  
FAX #: (805) 322-5663  
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: Publish Advertisements in DVBE Trade and Focus Papers**

Bidder's must advertise their subcontracting opportunities:

- in at least one "Trade" and one "Focus" paper (see definitions below)
- at least 14 calendar days prior to the due date of the solicitation response, unless a different time frame is specified in the solicitation package.

Advertisements should be specific enough to encourage responses from potential DVBE subcontractors and/or suppliers, and typically include the following information:

- Identify the awarding department
- Identify the bid solicitation

- State the bid opening date
- Identify the type of work available for bid or supplies needed
- Request bids or quotes from DVBE subcontractors or suppliers
- Specify the geographical area/location where the work will take place

#### **Awarding Agency's Ability to Waive Step 3**

Step 3 is the one step that the awarding agency has the authority to waive. If the awarding agency waives the advertising requirement, they will either include this information in the solicitation package or in an addendum to the solicitation package. In such a 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 disabled veteran business enterprise(s);
2. is known and used by the members of the disabled veteran business enterprise community;
3. primarily offers articles, editorials (if any), and advertisements of business opportunities aimed at disabled veteran business enterprises; AND
4. is available within the geographical

area in which the advertisement is placed and the services are to be performed.

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 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 trade and focus paper as long as the trade and focus paper meets 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.

### **TRADE PAPERS**

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

- **Building Trades the Blueprint**

c/o Information Retrieval Service  
PO Box 55803  
Riverside CA 92517  
Phone #: (909) 789-8800  
FAX #: (909) 829-8145  
Trade or Industry Type: Service 20%,  
Commodities 15%, Construction 65%  
Circulation: 1,000-2,000  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **California Bid Bulletin**

c/o Eldridge Bid Reporter  
PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Trade or Industry Type: Service 10%,

Commodities 50%, Construction 40%  
Circulation: 900+ (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **California Bid Register**

PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Trade or Industry Type: Service 35%,  
Commodities 20%, Construction 45%  
Circulation: 1,100+ (Statewide)  
Publication Frequency: Weekly & Daily  
Availability:  Electronic  Paper

- **California Contracts**

3660 Ruffin Rd #A  
San Diego CA 92123-1810  
Phone #: (619) 974-9806  
FAX #: (800) 260-9323 Local  
(800) 260-9323 California only  
webe@incom.net  
www2.incom.net/webe/  
Trade or Industry Type: Service 30%,  
Commodities 20%, Construction 51%  
Circulation: 1,800 – 2,000 (Statewide)  
Publication Frequency: Twice a Week  
Availability:  Electronic  Paper

- **California Daily Bid Advisor**

1276 Lincoln Ave #203  
San Jose CA 95125  
Phone #: (408) 998-0241  
or (800) 298-0240  
FAX #: (408) 998-2534  
Trade or Industry Type: Service 33%,  
Commodities 33%, Construction 34%  
Circulation: 1,000 (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Challenge News**

1276 Lincoln Ave #203  
San Jose CA 95125  
Phone #: (408) 998-0241

or (800) 298-0240  
FAX #: (408) 998-2534  
Trade or Industry Type: Service 41%,  
Commodities 25%, Construction 34%  
Circulation: 900+ (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Compliance News**

(DVBE certified)  
11 S. Termino Ste. 214  
Long Beach CA 90803  
Phone #: (562) 439-2788  
or (800) 599-6996  
Fax #: (562) 439-1398  
www.compliancenes.com  
Trade or Industry Type: Service 10%,  
Commodities 10%, Construction 80%  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Construction Bid Source  
Interactive (CBSI)**

c/o Regis Communications  
PO Box 568  
Burson CA 95225-0568  
Phone #: (209) 772-3670  
FAX #: (800) 560-7266  
regis@inreach.com  
www.regis-usa.com  
Trade/Industry Type: Construction 100%  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Construction Bulletin (CMD)**

80 Swan Way # 130  
Oakland CA 94621-1438  
Phone #: (800) 242-9747  
FAX #: (800) 850-9009  
Trade or Industry Type: Construction 100%  
Circulation: 1,100 No CA/1,800 So CA  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Construction Data & News**

1791 Tribute Rd Ste D  
Sacramento CA 95815  
Phone #: (888) 899-3732  
FAX #: (925) 377-5018

Trade or Industry Type: Construction 100%  
Circulation: 1,000  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Construction News**

Solano-Napa Builders Exchange  
135 Camino Dorado  
Napa CA 94558-6213  
Phone #: (707) 255-2515  
FAX #: (707) 255-2749  
www.snbe.com  
Trade or Industry Type: Construction 100%  
Circulation: 500  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Construction Star**

1011 E. Bidwell  
Folsom CA 95630  
Phone #: (916) 536-9337  
FAX #: (916) 962-1678  
Trade or Industry Type: Mfg/Commodities  
40%, Construction 60%  
Circulation: 1,000 -1,500 (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Construction Update**

135 West Mission Ave Ste. 202  
Escondido CA 92025  
Phone #: (760) 745-6144  
FAX #: (760) 747-8661  
Trade or Industry Type: Service 10%,  
Commodities 10%, Construction 80%  
Circulation: 300+  
Publication Frequency: Twice a week  
Availability:  Electronic  Paper

- **Construction Weekly**

Builders' Exchange of Stockton Inc  
PO Box 8040  
Stockton CA 95208  
Phone #: (209) 478-1000  
FAX #: (209) 478-2132  
Trade or Industry Type: Service 8%,  
Commodities 2%, Construction 90%  
Circulation: 600  
Publication Frequency: Weekly

Availability:  Electronic  Paper

- **Daily Construction Reporter**

7670 Opportunity Rd #100  
San Diego CA 92111  
Phone #: (619) 492-1402  
FAX #: (619) 565-4182  
Trade or Industry Type: Service 5%,  
Commodities 5%, Construction 90%  
Circulation: 625 (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Daily Construction Service**

2625 Manhattan Beach Blvd Ste 110  
Redondo Beach CA 90278  
Phone #: (800) 242-9747  
FAX #: (800) 850-9009  
Trade/Industry Type: Construction 100%  
Circulation: 3,300  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Daily Pacific Builder**

1625 Van Ness Ave 3<sup>rd</sup> Fl  
San Francisco CA 94109  
Phone #: (800) 531-5439  
FAX #: (707) 541-0697  
Trade/Industry Type: Construction 100%  
Circulation: 10,000  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **The Daily Reporter**

7909 Walerga Rd Ste 112 Box 208  
Antelope CA 95843  
Phone #: (916) 729-5432  
FAX #: (916) 729-1588  
sberlin@weeklyreporter.com  
www.weeklyreporter.com  
Circulation: 3,000 (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Disabled Veteran News**

Francis Trottier (DVBE & SB Certified)  
13518 Lake Wildwood Dr.  
Penn Valley CA 95946-9500  
Phone #: (530) 432-5708  
FAX #: (530) 432-7541

Additional offices:

3816 Beethoven St. #204  
Los Angeles CA 90066  
Phone #: (310) 390-8214  
or (916) 316-0440  
Fax #: (310) 390-8214  
1341 Francisco St.  
Berkeley CA 94702  
Phone #: (510) 540-8320  
Fax #: (310) 390-8214  
Trade or Industry Type: Service 33%,  
Commodities 33%, Construction 33%  
Circulation: 1,500 (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Disabled Veteran Voice**

Francis Trottier (DVBE & SB Certified)  
13518 Lake Wildwood Dr.  
Penn Valley CA 95946-9500  
Phone #: (530) 432-5708  
FAX #: (530) 432-7541  
Additional offices:

3816 Beethoven St. #204  
Los Angeles CA 90066  
Phone #: (310) 390-8214  
or (916) 316-0440  
Fax #: (310) 390-8214  
1341 Francisco St.  
Berkeley CA 94702  
Phone #: (510) 540-8320  
Fax #: (530) 432-5708  
Trade or Industry Type: Service 33%,  
Commodities 33%, Construction 33%  
Circulation: 1,500 (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Disabledveterans.com**

PO Box 485  
Pleasanton CA 94566  
Phone #: (925) 847-0912  
Fax #: (925) 847-0913  
info@disabledveterans.com  
www.disabledveterans.com  
Trade or Industry Type: Service 33%,  
Commodities 33%, Construction 33%  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Humboldt Builders' Exchange**

Weekly Bulletin  
2355 Myrtle Ave  
Eureka CA 95501  
Phone #: (707) 442-3708  
FAX #: (707) 442-6051  
Trade or Industry Type: Construction 100%  
Circulation: 300+  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **The MECA Construction & Business Weekly**

2901 MacDonald Ave.  
Richmond CA 94804  
Phone #: (510) 620-0754  
FAX #: (510) 620-0390  
Trade or Industry Type: Service 2%,  
Commodities 3%, Construction 95%  
Circulation: 1000+  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **Minority Bidders Bulletin**

135 West Mission Ave Ste. 202  
Escondido CA 92025  
Phone #: (760) 745-6144  
FAX #: (760) 747-8661  
Trade or Industry Type: Service 10%,  
Commodities 10%, Construction 80%  
Circulation: 1000+ (Statewide)  
Publication Frequency: Twice a week  
Availability:  Electronic  Paper

- **Minority Construction News Bulletin**

c/o Kern Minority Contractors Association  
PO Box 2367  
Bakersfield CA 93302  
Phone #: (805) 324-2480  
or (805) 831-5067  
FAX #: (805) 836-9287  
www.minoritynews.com  
Trade or Industry Type: Construction 100%  
Circulation: 4,000  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **MWDVBE Weekly**

PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Trade or Industry Type: Service 60%,  
Commodities 10%, Construction 30%  
Circulation: 700+ (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **North Coast Builders Exchange**

987 Airway Ct.  
Santa Rosa CA 95403  
Phone #: (707) 542-9502  
FAX #: (707) 542-2027  
ncbe.santarosa.com  
\* Do not include www. as part of Internet  
address  
Trade or Industry Type: Service 10%,  
Commodities 10%, Construction 80%  
Circulation: 2,000  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

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

1331 T Street  
Sacramento CA 95814  
Phone #: (916) 498-8468  
FAX #: (916) 729-1588  
www.sbxchange.net  
Trade or Industry Type: Service 11%,  
Construction 89%  
Circulation: 1,500 (Statewide)  
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  
www.sbeinc.com  
Trade or Industry Type: Service 23%,  
Commodities 19%, Construction 20% ,  
Other 38%  
Circulation: 1,000

Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Small Business Exchange**

703 Market St Ste 1000  
San Francisco CA 94103  
Phone #: (415) 778-6250  
FAX #: (415) 778-6255  
www.sbeinc.com  
Trade or Industry Type: Service 23%,  
Commodities 19%, Construction 20%,  
Other 38%  
Circulation: 1,000 (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper

- **Shasta Builders' Exchange Weekly Bulletin**

2990 Innsbruck Drive  
Redding CA 96003  
Phone #: (530) 221-5556  
FAX #: (530) 221-214  
Trade or Industry Type: Service 5%,  
Construction 95%  
Circulation: 734  
Publication Frequency: Weekly  
Availability:  Electronic  Paper

- **The Thomas Bid Register**

PO Box 2066  
Colton CA 92324  
Phone #: (800) 570-7070  
FAX #: (800) 548-4237  
Trade or Industry Type: Construction 100%  
Circulation: 500 (Statewide)  
Publication Frequency: Biweekly  
Availability:  Electronic  Paper  
FOCUS PAPERS

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

- **California Bid Bulletin**

c/o Eldridge Bid Reporter  
PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Circulation: 900+ (Statewide)  
Publication Frequency: Weekly

Availability:  Electronic  Paper  
DVBE contact method: provides first class  
mailing of weekly publication to 75-100  
DVBEs maintained on mailing list.

- **California Bid Register**

PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Circulation: 1,100 + (Statewide)  
Publication Frequency: Weekly & Daily  
Availability:  Electronic  Paper  
DVBE contact method: provides first class  
mailing of weekly publication to 50-75  
DVBEs maintained on mailing list.

- **California Daily Bid Advisor**

1276 Lincoln Ave #203  
San Jose CA 95125  
Phone #: (408) 998-0241  
or (800) 298-0240  
FAX #: (408) 998-2534  
Circulation: 1,000 (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper  
DVBE contact method: mails daily compli-  
mentary publication to approximately 675  
certified DVBEs.

- **Challenge News**

1276 Lincoln Ave #203  
San Jose CA 95125  
Phone #: (408) 998-0241  
or (800) 298-0240  
FAX #: (408) 998-2534  
Circulation: 900 + (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper  
DVBE contact method: mails daily compli-  
mentary publication to approximately 675  
certified DVBEs.

- **Compliance News** (DVBE certified)

11 S. Termino Ste. 214  
Long Beach CA 90803

Phone #: (562) 439-2788  
or (800) 599-6996  
Fax #: (562) 439-1398  
www.compliancenes.com  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability: x Electronic o Paper  
DVBE contact method: As a certified DVBE and member of the California DVBE Alliance, is known and used by DVBE community as supported by affidavits.

- **Disabledveterans.com**

PO Box 485  
Pleasanton CA 94566  
Phone #: (925) 847-0912  
Fax #: (925) 847-0913  
info@disabledveterans.com  
www.disabledveterans.com  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability: x Electronic o Paper  
DVBE contact method: e-mails publication weekly to approximately 75-100 certified DVBEs.

- **Disabled Veteran News**

Francis Trottier (DVBE & SB Certified)  
13518 Lake Wildwood Dr.  
Penn Valley CA 95946-9500  
Phone #: (530) 432-5708  
FAX #: (530) 432-7541  
Additional offices:  
3816 Beethoven St. #204  
Los Angeles CA 90066  
Phone #: (310) 390-8214  
or (916) 316-0440  
Fax #: (310) 390-8214  
1341 Francisco St.  
Berkeley CA 94702  
Phone #: (510) 540-8320  
Fax #: (310) 390-8214  
Circulation: 1,500 (Statewide)  
Publication Frequency: Weekly  
Availability: o Electronic x Paper  
DVBE contact method: mails weekly complimentary copy to approximately 675 certified DVBEs.

- **Disabled Veteran Voice**

Francis Trottier (DVBE & SB Certified)  
13518 Lake Wildwood Dr.  
Penn Valley CA 95946-9500  
Phone #: (530) 432-5708  
FAX #: (530) 432-7541  
Additional offices:  
3816 Beethoven St. #204  
Los Angeles CA 90066  
Phone #: (310) 390-8214  
or (916) 316-0440  
Fax #: (310) 390-8214  
1341 Francisco St.  
Berkeley CA 94702  
Phone #: (510) 540-8320  
Fax #: (530) 432-5708  
Circulation: 1,500 (Statewide)  
Publication Frequency: Weekly  
Availability: o Electronic x Paper  
DVBE contact method: mails weekly complimentary copy to approximately 675 certified DVBEs.

- **Information Retrieval Service c/o The M/W/DVBE Source**

PO Box 55803  
Riverside CA 92517  
Phone #: (909) 789-8800  
FAX #: (909) 829-8145  
Circulation: 1,000-2,000  
Publication Frequency: Twice a Week  
Availability: o Electronic x Paper  
DVBE contact method: mails twice weekly complimentary copy to approximately 675 certified DVBEs.

- **Minority Bidders Bulletin**

135 West Mission Ave Ste. 202  
Escondido CA 92025  
Phone #: (760) 745-6144  
Fax #: (760) 747-8661  
Circulation: 1,000+ (Statewide)  
Publication Frequency: Weekly  
Availability: o Electronic x Paper  
DVBE contact method: weekly DVBE distribution varies upon industry type and/or geographic location of ads. Mails weekly complimentary copy to approximately 500 certified DVBEs.

- **Minority Construction News Bulletin c/o Kern Minority**

**Contractors Association**

PO Box 2367  
Bakersfield CA 93302  
Phone #: (805) 324-2480  
or (805) 831-5067  
FAX #: (805) 836-9287  
www.minoritynews.com  
Circulation: 4,000  
Publication Frequency: Weekly  
Availability:  Electronic  Paper  
DVBE contact method: mails weekly complimentary publication to approximately 500 certified DVBEs.

• **MWDVBE Weekly**

PO Box 699  
West Sacramento CA 95691  
Phone #: (916) 444-7618  
FAX #: (916) 444-7731  
ebr@ebrbids.com  
www.ebrbids.com  
Circulation: 700+ (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper  
DVBE contact method: provides first class mailing of weekly publication to 100-125 DVBEs maintained on mailing list.

• **Regis Communications c/o  
Construction Bid Source  
Interactive (CBSI)**

PO Box 568  
Burson CA 95225-0568  
Phone #: (209) 772-3670  
FAX #: (800) 560-7266  
regis@inreach.com  
www.regis-usa.com  
Circulation: N/A (Statewide)  
Publication Frequency: Daily  
Availability:  Electronic  Paper  
DVBE contact method: e-mails solicitation ads to approximately 75-100 certified DVBEs.

• **SBE Today**

703 Market St Ste 1000  
San Francisco CA 94103  
Phone #: (415) 778-6250  
FAX #: (415) 778-6255  
www.sbeinc.com  
Circulation: 1,000 (Statewide)  
Publication Frequency: Twice a Week  
Availability:  Electronic  Paper  
DVBE contact method: mails twice weekly complimentary copy to approximately 200-225 certified DVBEs. DVBE distribution varies upon industry type and/or geographic location of ads.

• **Small Business Exchange**

703 Market St Ste 1000  
San Francisco CA 94103  
Phone #: (415) 778-6250  
FAX #: (415) 778-6255  
www.sbeinc.com  
Circulation: 1,000 (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper  
DVBE contact method: mails weekly complimentary copy to approximately 200-225 certified DVBEs. DVBE distribution varies upon industry type and/or geographic location of ads.

• **WEBE Press**

3660 Ruffin Rd #A  
San Diego CA 92123-1810  
Phone #: (619) 974-9806  
FAX #: (619) 974-9913 Local  
(800) 260-9323 California only  
marion@incom.net  
www2.incom.net/webe/  
Circulation: 1,800 – 2,000 (Statewide)  
Publication Frequency: Twice a Week  
Availability:  Electronic  Paper  
DVBE contact method: mails twice weekly complimentary copy to approximately 675 certified DVBEs.

• **The Weekly Bid Flash**

PO Box 6247



Folsom CA 95763-6247  
Phone #: (916) 536-9337  
FAX #: (916) 962-1678  
Circulation: 1200 + (Statewide)  
Publication Frequency: Weekly  
Availability:  Electronic  Paper  
DVBE contact method: provides first class mailing of weekly complimentary copy to approximately 600 certified DVBEs (primarily construction firms).

- **W/M/S/DVBE Construction News**  
PO Box 894  
Alta Loma CA 91701  
Phone #: (800) 570-7070  
FAX #: (800) 548-4237  
Circulation: 1,000 + (Statewide)  
Publication Frequency: Biweekly  
Availability:  Electronic  Paper  
DVBE contact method: mails biweekly complimentary newsletter to certified DVBE firms listed under construction, engineers, architects, truckers, suppliers and those related to construction industry.

## STEP 4: Invite Potential DVBE Contractors to Bid

The contacts made in Steps 1-3 should have established a list of potential DVBE subcontractors and suppliers. Step 4 requires the prime bidder to invite these potential DVBE bidders to supply the needed service or supply.

Invite potential DVBE bidders 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 take place, if applicable
3. The awarding department
4. The bid opening date
5. Any other information needed to bid

The invitation you make must be specific enough so that a bid reply may be made. The invitation 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 bidders to bid via:

- direct mail
- telephone
- FAX
- E-mail
- or through referral centers.

Make sure that the solicitation method used meets bid 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 good faith effort, the prime contractor is responsible to demonstrate Steps 4 and 5.

## **STEP 5: Consider Available DVBEs**

To fulfil Step 5, the bidder must:

- Consider all DVBE responses, using the same evaluation criteria for each.
- If the bidder decides not to select a potential subcontractor, 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 good faith effort, the prime contractor is responsible to demonstrate 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 evidence that the bidder completed all 5 steps of the good faith effort (unless the awarding department waived Step 3--the advertising requirement--in which case no evidence is required).

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

## **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 moneys 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 DVBE Participation Program violations to the OSBCR. The OSBCR will subsequently forward the allegations to the attorney general for possible action.

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.  
[Reference CCR 2, §1896.80]

Prior to reporting an alleged violation of PCC § 10115.10 to the DGS, Office of Small Business Certification & Resources, 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 OSBCR 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 which 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 below 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 disabled veteran business enterprises 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. Repeat unsuccessful contacts rather than trying a new contact.
2. Use of contacts that are out of business.
3. Business solicitations not relevant to the contract.
4. Copying of identical DVBE documentation packages.

- 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

AB 409, which goes into effect January 1, 2000, requires the California Department of Veterans Affairs to appoint a DVBE Advocate to promote statewide DVBE participation.

AB 409 also requires the OSBCR to prepare an annual, statewide statistical summary detailing each awarding department's DVBE goal achievement.

Download AB 409 at:  
<http://www.assembly.ca.gov/acs/acsframeset2text.htm>

## A Guide to Section Two: Small Business

The second section focuses on certified Small Businesses: how to locate them, where to find resources for helping small businesses compete and succeed in the California contracting environment. This section will be particularly useful for prime bidders and state agencies seeking small businesses with which to contract, and for small businesses seeking information about doing business in California.

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## Section 2:

# Small Business Resources

- Government Resources for Small Business: Agencies, Development Centers, Advocates

Small Business Resources

In their recent report, "The New American Evolution: The Role and Impact of Small Firms" the federal Small Business Administration reminds us of the indispensable contribution small businesses make to our economy:

- "As sources of constant experimentation and innovation, small businesses play a crucial role as leaders of technological change and productivity growth,"
- "By creating equal opportunity for anyone with an idea and the tenacity to see it through, small business is the mechanism by which millions enter the economic and social mainstream."

### California Supports Small Business

The State of California supports the innovation and opportunity created by small business—a support that is evident in the State's programs and policies. In fact, California lawmakers recently passed a number of bills that benefit small business:

one that redefines a "small business," allowing more firms to receive small business contracting preferences; and a second that requires all state agencies to appoint a small business advocate.

### Small Businesses Make Great Business Partners!

Small businesses offer a multitude of skills to support and supplement state contract proposals. This Resource Packet provides some help with locating small businesses that offer the services or supplies you need to make your state bid a success:

- Search the "Small Business Certified Firms Listing" online at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr). Search by location and skill set to find certified small businesses in your area or statewide.
- Use the resources listed in this resource packet to learn more about the many organizations and publications that target small business. You'll find dozens of opportunities for identifying small businesses in your area and in your area of expertise.

### Locating Certified Small Businesses On-Line

The Office of Small Business Certification and Resources maintains a database of certified small businesses.

### About the On-Line Small Business Database...

- The Internet database is "real-time," meaning that the minute a small business is certified, that firm is entered into the database and will appear in an on-line database query.

- The Internet database allows specific queries, based on the type of firms you're looking for and the area of the state that you're searching in.

### How to Use the On-Line Database

Follow the detailed instructions below to locate certified small businesses.

Action...	Choose or Enter...	Comments...
Go to	<a href="http://www.dgs.ca.gov/osbcr">http://www.dgs.ca.gov/osbcr</a>	
Click on	Services" in the left hand column	
Click on	<a href="#">Certified Small Business and Disabled Veteran Business Enterprise Firm Listing</a>	
Scroll down and click on	<a href="#">Small Business and Disabled Veteran Business Enterprise Firm Listings</a>	
Select	the red button labeled "General Query"	If you already know the firm you're looking for and just want to verify that they're certified, choose the button marked "REF number or DBA."
Select one Business Type," depending on your needs	The choices are: <ul style="list-style-type: none"> <li>• Manufacturer</li> <li>• Non-Manufacturer</li> <li>• Service</li> </ul>	Firms are certified by one or more of these four Business Types, depending on the type of services or commodities the firm offers.
Choose	The Certification Type marked: <ul style="list-style-type: none"> <li>• Small Business (SB)</li> </ul>	
Select	the gray button labeled "Continue"	
Select one Major Industry" group, depending on your needs	The Major Industry groups from which you may choose will vary, based on the Business Type you chose earlier.	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

...instructions continued on next page



		<p>they provide a product or service in one or more of these major industry groups.</p> <p>Certified construction firms are not classified with SIC codes. Instead, construction firms are classified by the type of construction license they have been granted by California's Contractors State License Board.</p>
Select	the gray button labeled "Continue."	
Select one or more "Line of Business" SIC Codes	<p>The Business Lines from which you may choose from will vary, based on the Major Industry Group you chose earlier.</p> <p><i>[hold down the control key on your keyboard to select multiple Business Line codes]</i></p>	<p>All certified firms (non-construction) have told us that they provide a product or service in one or more of these Lines of Business.</p> <p>The "Line of Business" listing for certified construction firms contains all license types offered by California's Contractors State License Board.</p>
Choose one of the red buttons	<p>The choices are:</p> <ul style="list-style-type: none"> <li>• Firms Statewide</li> <li>• Firms by Location</li> </ul>	<p>To produce the broadest selection of firms, it is best to do the query twice, selecting "Firms Statewide" the first time and "Firms by Location" the second.</p> <p>Choosing "Firms Statewide" will result in a list of those firms who indicated on their original application that they had the ability to do business "statewide."</p> <p>Choosing "Firms by Location" will result in a list of those firms who indicated on their original application that they had the ability to do business in a particular area of the state.</p>
<p><i>If you chose "Firms by Location" in the previous step: A California map will appear on your screen. Click on one of the 12 geographic locations, indicating in which area of the state you wish to search for certified small businesses.</i></p>		
Wait....	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.	

●————●  
**S m a l l  
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Small Business Resources

GOVERNMENT AGENCIES

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- **The Office of Small Business Certification and Resources**

Department of General Services  
 1531 I Street, 2nd Floor  
 Sacramento, CA 95814-2016  
 (916)323-5478  
 24-hour recording: (916)322-5060  
[www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr)

Serves as a resource to state agencies and businesses seeking small business participation. Certifies small businesses to obtain bidding preferences on applicable state contracts. Serves as the state's primary small business advocate, managing a network of small business advocates in state agencies.

- **Small Business Opportunity Program**

Department of General Services,  
 Procurement Division  
 1823 14th Street  
 Sacramento, CA 95814  
 (916) 445-2500  
[www.pd.dgs.ca.gov/sbop/sbintro.htm](http://www.pd.dgs.ca.gov/sbop/sbintro.htm)

Acts as a liaison between DGS, Procurement and Small Business suppliers to promote the use of small business within state government

- **California Department of Transportation (CALTRANS)**

Business Enterprise Program  
 1820 Alhambra Blvd.  
 Sacramento CA 95816  
 Mailing Address: PO Box 942874  
 Sacramento CA 94274-0015  
 (916) 227-9599  
[www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)

Based on the federal Disadvantaged Business Enterprises (DBE) program, maintains a database, and provides directories of minority and woman-owned firms, and DVBEs.

- **California Trade and Commerce Agency**

Office of Small Business  
 801 K Street, Suite 1918  
 Sacramento, CA 95814  
 (916)324-5068  
[commerce.ca.gov/business/small](http://commerce.ca.gov/business/small)

Administers several programs for California entrepreneurs starting and expanding their businesses, such as the Small Business Development Center Program, the California Loan Guarantee Program, and others.

- **Public Utilities Commission**

505 Van Ness Avenue  
 San Francisco, CA 94102-3298  
 (415)593-2782  
<http://nic.cpuc.ca.gov/wmbe/>

Maintains a database of woman and minority-owned business enterprises and serves to inform the public of the PUG's WMBE (Women and Minority Business Enterprises) program.

- **Employment Development Department**

800 Capitol Mall  
 P.O. Box 826880  
 Sacramento, CA 94280-0001  
 (916)653-0707  
[www.edd.cahwnet.gov/](http://www.edd.cahwnet.gov/)

Provides forms, publications, and information regarding state requirements for employment tax issues.

- **Franchise Tax Board**

1-800-852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

Provides forms, publications, and information regarding state tax issues.

- **Office of Administrative Law**

555 Capitol Mall, Suite 1290

Sacramento, CA 95814-4602  
(916) 323-6225  
[www.oal.ca.gov](http://www.oal.ca.gov)

Ensures public access to current and proposed state regulations through the *California Code of Regulations* and the *California Regulatory Notice Register*. Independently reviews proposed regulations, and more.

- **Search California Law**

(Internet Only)

[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

Search Public Contract Code, Government Code and more.

- **Federal Small Business Administration**

(Internet Only)

[www.sbaonline.sba.gov/](http://www.sbaonline.sba.gov/)

Information on starting, financing and expanding a small business.



S m a l l  
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## SMALL BUSINESS DEVELOPMENT CENTERS

The California Small Business Development Center (SBDC) Program was formally established in 1988 in the Office of Small Business under the California Trade and Commerce Agency to spur the expansion and development of California small businesses.

To help entrepreneurs get a solid start, a network of locally-based centers provide one-stop business counseling, training, and links to other economic development resources in all California counties. Major funding for the network is provided by the California Trade and Commerce Agency, the U.S. Small Business Administration, and the Chancellors Office of California Community Colleges.

Below is a listing of the SBDC main offices, satellites staffed full time (\*), and outreach centers which provide services on a part-time and/or an appointment-only basis (\*\*), as well as their primary service areas.

- **Butte College SBDC**  
260 Cohasset Road, Suite A  
Chico, CA 95926  
(530) 895-9017  
Sophie Konuwa, Director  
Fax # (530) 895-9099  
konuwaso@butte.cc.ca.us  
*Provides services in Butte, Glenn, and Tehama counties*
- **Cascade SBDC**  
737 Auditorium Drive, Suite A  
Redding, CA 96001  
(530) 225-2770  
Carole Enmark, Director  
Fax # (530) 225-2769  
cenmark@scedd.org  
*Provides services in Shasta, Siskiyou and Trinity counties*
- **Central California SBDC**  
3419 W. Shaw Avenue, Suite 102  
Fresno, CA. 93711  
(800) 974-0664  
or (559) 275-1223
- **Central Coast SBDC**  
6500 Soquel Drive  
Aptos, CA 95003  
(831) 479-6136  
Teresa Thomaе, Director  
Fax # (831) 479-6166  
TETHomaе@cabrillo.cc.ca.us  
www.businessonline.org  
*Provides services in Santa Cruz and Monterey (west of Highway 101) Counties*
- **Contra Costa SBDC**  
2425 Bisso Lane, Suite 200  
Concord, CA 94520  
(925) 646-5377  
Beverly Hamile, Interim Director  
Fax # (925) 646-5299  
BHamile@hotmail.com  
*Provides services in Contra Costa county*
- **East Bay SBDC & CITD**  
519 - 17th Street, Suite 210  
Oakland, CA 94612  
(510) 893-4114  
Faheem Hameed, Director  
Fax # (510) 893-5532  
sbdc@peralta.cc.ca.us  
*Provides services in Alameda County*
- **\*Fremont SBDC**  
Dennis Winans, Director  
Fax # (559) 275-1499  
Dennisw@ccsbdc.org  
www.ccsbdc.org/  
*Provides services in Fresno and Madera counties*
- **\*Visalia SBDC**  
430 W. Caldwell, Suite "D"  
Visalia, CA 93277  
(559) 625-3051  
Randy Mason, Manager  
Fax # (559) 625-3053  
wendi@ccsbdc.org  
*Provides services in Kings and Tulare counties*

3100 Mowry Avenue, Suite 404  
Fremont, CA 94538  
(510) 505-9725  
Faheem Hameed, Director  
Fax # (510) 505-9727  
sbdc@peralta.cc.ca.us  
*Provides services in southern Alameda County(Union City, Newark, Pleasanton, Dublin and Livermore)*

- **Eastern Los Angeles County SBDC**  
375 South Main Street, Suite 101  
Pomona, CA 91766  
(909) 629-2247  
Cope Norcross, Director  
Fax # (909) 629-8310  
sbdcpom@ibm.net  
*Provides services in eastern and central Los Angeles*

**\*Glendale SBDC**  
330 N. Brand Blvd., Suite 190  
Glendale, CA 91203  
(818) 552-3254  
David Ryal, Manager  
Fax # (818) 552-3322  
sbdcgln@ibm.net

**\*South Central SBDC**  
Los Angeles One Stop Capital Shop  
10221 Compton Avenue, Ste 103  
Los Angeles, CA 90002  
(213) 473-5111  
Fax # (213) 473-5115  
*Provides services in South Central Los Angeles*

**\*\*Commerce SBDC**  
500 Citadel Drive, Suite 213  
Commerce, CA 90040  
(323) 887-9627  
Fax # (323) 887-9670

- **Export SBDC**

222 North Sepulveda, Suite 1690  
El Segundo, CA 90245  
(310) 606-0166  
Gladys Moreau, Director  
Fax # (310) 606-0155  
info@exportsbdc.org  
www.exportsbdc.org/  
*Serving export clients in Los Angeles, Ventura and Santa Barbara Counties*

- **\*Export SBDC Satellite Center**  
5700 Ralston Street, Suite 310  
Ventura, CA 93003  
(805) 644-6191  
Ray Bowman, Manager  
Fax # (805) 658-2252  
esbdc@primenet.com  
*Provides export services in Ventura and Santa Barbara Counties*

- **Gavilan College SBDC**  
7436 Monterey Street  
Gilroy, CA 95020  
(408) 847-0373  
Pete Graff, Director  
Fax # (408) 847-0393  
l.nolan@gilroy.com  
www.gavilansbdc.org  
*Provides services in southern Santa Clara, San Benito and Monterey (east of Hwy 101) counties*

**\*South Central Coast SBDC**  
Building 1519  
Cuesta College  
Highway One  
P.O. Box 8106  
San Luis Obispo, CA 93403  
(805) 549-0401  
Fax # (805) 541-5749  
Ccsbdc@fix.net  
www.cuesta.cc.ca.us/commtty/sbdc.htm  
*Provides services in Santa Barbara and San Luis Obispo counties*

- **Greater Sacramento SBDC**

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1410 Ethan Way  
 Sacramento, CA 95825  
 (916) 563-3210  
 Cynthia Steimle, Director  
 Fax # (916) 563-3266  
 steimlc@mail.do.losrios.cc.ca.us  
 www.sbdc.net  
*Provides services in Sacramento,  
 El Dorado and Yolo counties*

- **Inland Empire SBDC**  
 1157 Spruce Street  
 Riverside, CA 92507  
 (909) 781-2345  
 (800) 750-2353  
 Michael Stull, Director  
 Fax # (909) 781-2353  
 mstull@iesbdc.org  
 www.iesbdc.org  
*Provides services in Riverside and San Bernardino counties*

**\*High Desert SBDC**  
 Victorville Satellite Center  
 15490 Civic Drive, Suite 102  
 Victorville, CA 92392  
 (760) 951-1592  
 David Schulte, Manager/Business Consultant  
 Fax # (760) 951-8929  
*Provides services in San Bernardino county*

**\*Coachella Valley SBDC**  
 Palm Springs Satellite Center  
 500 S. Palm Canyon Drive, Suite 222  
 Palm Springs, CA 92264  
 (760) 864-1311  
 Brad Mix, Manager/Business Consultant  
 Fax # (760) 864-1319  
*Provides services in Riverside county*

**\*Inland Empire Business Incubator**  
 155 S. Memorial Drive, Suite B  
 San Bernardino, CA 92408  
 (909) 382-0065  
 Karen Coghlan, Manager  
 Fax # (909) 382-8543  
*Provides services in San Bernardino and Riverside Counties*

- **Napa Valley College SBDC**  
 1556 First Street, Suite 103

Napa, CA 94559  
 (707) 253-3210  
 Chuck Eason, Director  
 Fax # (707) 253-3068  
 charles.eason@usa.net  
 www.napasbdc.org/  
*Provides services in Napa County*

- **North Coast SBDC**  
 520 E Street  
 Eureka, CA 95501  
 (707) 445-9720  
 Fran Clark, Director  
 Fax # (707) 445-9652  
 fransbdc@northcoast.com  
*Provides services in Humboldt county*

**\*North Coast SBDC Administrative Office**  
 207 Price Mall, Suite 500  
 Crescent City, CA 95531  
 (707) 464-2168  
 Fran Clark, Director  
 Fax # (707) 465-6008  
 fransbdc@northcoast.com  
*Provides services in Del Norte county*

- **North Los Angeles SBDC**  
 4717 Van Nuys Blvd., Suite 201  
 Van Nuys, CA 91403  
 (818) 907-9922  
 Wilma Berglund, Director  
 Fax # (818) 907-9890  
 VNSbdc@aol.com  
 www.vedc.org/sbdc/  
*Provides services in northern Los Angeles county*

**\*Gold Coast SBDC**  
 5700 Ralston Street, Suite 310  
 Ventura, CA 93003  
 (805) 658-2688  
 Joe Huggins, Manager/Business Counselor  
 Fax # (805) 658-2252  
 GCsbdc@aol.com  
*Provides services in Santa Barbara and Ventura counties*

**\*Northeast Valley SBDC**  
 12502 Van Nuys Blvd., Suite 119

Pacoima, CA 91331  
(818) 834-9860  
Daniel Morales, Director/Manager  
Fax # (818) 897-8007

- **North San Diego County SBDC**  
1823 Mission Avenue  
Oceanside, CA 92056  
(760) 754-6575  
Carole Enmark, Director  
Fax # (760) 754-0664  
*Provides services north of Hwy 8 in San Diego County*

- **Orange County SBDC**  
901 East Santa Ana Blvd., Suite 101  
Santa Ana, CA 92701  
(714) 564-5200  
Gregory Kishel, Director  
Fax # (714) 835-9008  
kishel\_greg@rscdd.org  
www.rancho.cc.ca.us/home/sacbisc/  
html/ocsbdc.html  
*Provides services to Orange County, as well as high technology and high growth ventures throughout southern California.*

- **Redwood Empire SBDC**  
520 Mendocino Avenue, Suite 210  
Santa Rosa, CA 95401  
(707) 524-1770  
Chris Facas, Director  
Fax # (707) 524-1772  
chris\_facas@garfield.santarosa.edu  
www.santarosa.edu/sbdc  
*Provides service in Sonoma and Marin counties*

**\*\*West Company SBDC**  
367 North State Street, Suite 201  
Ukiah, CA 95482  
(707) 468-3553  
Sheilah Rogers, Executive Director  
Fax # (707) 468-3555  
westco@pacific.net  
*Provides services in Mendocino County*

**\*\*West Company Coast Office**  
306 Redwood Avenue

Fort Bragg, CA 95437  
(707) 964-7571  
Fax # (707) 964-7571

- **San Francisco SBDC**  
455 Market Street, 6th Floor  
San Francisco, CA 94105  
(415) 744-8427  
Beverly Hamile, Interim Director  
Fax # (415) 744-6812  
sfsbdc@ziplink.net  
*Provides services in San Francisco & Northern San Mateo counties*

- **San Joaquin Delta College SBDC**  
445 North San Joaquin Street  
Stockton, CA 95202  
(209) 943-5089  
Gillian Murphy, Director  
Fax # (209) 943-8325  
gmurphy@sjdccc.ca.ca.us  
www.inreach.com/sbdc/  
*Provides services in San Joaquin, Calaveras, Amador & Alpine counties*

**\*\*Alpine Chamber of Commerce & Visitor Authority**

P.O. Box 265  
3 Webster Street  
Markleeville, CA 96120  
(530) 694-2475  
Bob Anderson, Manager  
Fax # (530) 694-2478

**\*\*Amador SBDC**

P.O. Box 1077  
1500 S. Highway 49  
Jackson, CA 95642  
(209) 223-0351  
Ron Mittelbrunn, Director  
Fax # (209) 223-2261  
aedc@amador-edc.org  
www.amador-edc.org  
*Provides services in Amador County*

**\*\*Calaveras County Economic Development Company**

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P.O. Box 431  
 3 North Main Street  
 San Andreas, CA 95249  
 (209) 754-1834  
 Fax # (209) 754-4107  
 ccedc@volcano.net  
*Provides services in Calaveras County*

- **Sierra College SBDC**  
 560 Wall Street, Suite J  
 Auburn, CA 95603  
 (530) 885-5488  
 Mary Wollesen, Director  
 Fax # (530) 823-2831  
 smallbuz@sierra.campus.mci.net  
<http://sbdcsierra.org/>  
*Provides services in Sierra, Placer, Nevada, Modoc, Lassen and Plumas counties*
- **Silicon Valley SBDC**  
 298 S. Sunnyvale Avenue, Suite 204  
 Sunnyvale, CA. 94086  
 (408) 736-0680  
 Elza Minor, Director  
 Fax # (408) 736-0679  
 emminor@siliconvalley-sbdc.org  
[www.siliconvalley-sbdc.org/](http://www.siliconvalley-sbdc.org/)  
*Provides services in northern Santa Clara and southern San Mateo counties*
- **Solano County SBDC**  
 424 Executive Court North, Suite C  
 Suisun, CA 94585  
 (707) 864-3382  
 Beth Pratt, Director  
 Fax # (707) 864-8025  
 epratt@solano.cc.ca.us  
*Provides services in Solano County*
- **Vallejo Campus SBDC**  
 c/o Vallejo Chamber of Commerce  
 Two Florida Street  
 Vallejo, CA 94590  
 (707) 644-5551  
 Tricia Williams, Director  
 Fax # (707) 644-5590  
 tricia@vallejochamber.com
- **Southwest Los Angeles County SBDC**

2377 Crenshaw Blvd., Suite 120  
 Torrance, CA 90501  
 (310) 787-6466  
 Susan Hunter, Director  
 Fax # (310) 782-8607  
 shunter@elcamino.cc.ca.us  
[swlasbdc.org/](http://swlasbdc.org/)  
*Provides services in southwestern Los Angeles County*

**\*Westside SBDC**  
 3233 Donald Douglas Loop  
 Santa Monica, CA 90405  
 (310) 398-8883  
 Sue Hunter, Director  
 Fax # (310) 398-3024  
*Provides services in the western Los Angeles county*

- **Southwestern College Small Business Development & International Trade Center**  
 900 Otay Lakes Road, Bldg. 1600  
 Chula Vista, CA 91910  
 (619) 482-6391  
 Mary Wylie, Director  
 Fax # (619) 482-6402  
 mwylie@swc.cc.ca.us  
[www.sbditc.org](http://www.sbditc.org)  
*Provides services in southern and eastern San Diego county*

**\*Imperial Valley SBDC**  
 1240 State Street  
 El Centro, CA 92243  
 (760) 312-9800  
 Debbie Trujillo, Manager  
 Fax # (760) 312-9838  
 ivsbdc@quix.net  
*Provides services in Imperial county*

- **Valley Sierra SBDC**  
 1012 Eleventh Street, Suite 400  
 Modesto, CA 95354



(209) 521-6177  
Kelly Bearden, Director  
Fax # (209) 521-9373  
bearden@scedco.org  
smallbizcenter.org/  
*Provides services in Mariposa,  
Stanislaus, Merced and Tuolumne  
counties*

**\* Valley Sierra SBDC - Merced  
Satellite**

3180 Collins Dr., Suite A  
Merced, CA 95348  
(800) 323-2623  
Kelly Bearden Director  
Fax # (209) 521-9373  
dtemple@inreach.com

- **Weill Institute SBDC**  
1706 Chester Ave, Suite 200  
Bakersfield, CA 93301  
(805) 322-5881  
Jeffrey Johnson, Director  
Fax # (805) 322-5663  
weill@lightspeed.net  
www.kccd.cc.ca.us/sbdc.html  
*Provides services in Kern, Inyo, San Luis  
Obispo and Mono counties*

- **Yuba College SBDC**  
429 - 10th St.  
P.O. Box 262  
Marysville, CA 95901  
(530) 749-0153  
Jim Hunter, Director  
Fax # (530) 749-0155  
phpd@aol.com  
*Provides services in Sutter and Yuba  
counties*  
**\*Yuba College SBDC (Lakeport)**  
160 S. Main St.  
P.O. Box 1566  
Lakeport, CA 95453

(707) 263-0330  
Marilyn Waits, Program Specialist  
Fax # (707) 263-8516  
lakesbdc@jps.net  
*Provides services in the City of Wood-  
land and Sutter, Yuba, Colusa and Lake  
counties*

For further information regarding the Small  
Business Development Centers contact:

**California Small Business  
Development Center Program**  
California Office of Small Business  
California Trade and Commerce Agency  
801 K Street, Suite 1700  
Sacramento, CA 95814  
(916) 324-5068  
Fax (916) 322-5084  
Help Line (800) 303-6600  
[http://commerce.ca.gov/business/small/  
starting/sb\\_sbdcl.html](http://commerce.ca.gov/business/small/starting/sb_sbdcl.html)



SMALL BUSINESS ADVOCATES

Effective January 1, 1999, Assembly Bill  
2405 established a Small Business Advocate  
network within state service. State agen-

cies with an annual contracting program of \$100,000 or more are required to appoint a small business advocate to act as a liaison for small business.

State Agency Small Business Advocates are responsible for the following:

- Make contract solicitation information available to and consider offers from capable small businesses.
- Ensure prompt payment to small business.
- Consider small businesses under the California Multiple Award Schedule (CMAS) prior to placing an order.
- Identify and implement innovative acquisition processes to further small business participation.
- Appropriately prepare solicitations for simplification, efficiency, expedience, and cost effectiveness of response.
- Consider the following when determining a bidder's award eligibility:
  - The necessary facilities, organizational capability, experience, managerial and technical competency and skills, and financial resources to fulfill the terms of the contract.
  - The capability to comply with required delivery or performance schedule, taking into consideration other business commitments.
  - The history of satisfactory or better performance, as demonstrated by a results-oriented track record, written performance evaluations, or other relevant information obtained from references.

Following is a list of State Agency Small Business Advocates, listed alphabetically by agency:

YVETTE FRIEND

For a current list of  
Small Business  
Advocates on the web,

[CLICK HERE!](#)

For a current list of  
Small Business  
Advocates, please  
see the State  
Contracting  
Resource Packet  
Attachment  
entitled **Small  
Business  
Advocates.**"

We publish the Small  
Business Advocate list  
separately to ensure that  
you always have the most  
current information on  
this important  
small business

Small  
Business  
Resources

Small Business Advocates