



PAVING YOUR ROAD TO SUCCESS WITH CALTRANS:



SELLING GOODS
AND SERVICES TO
CALTRANS

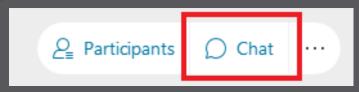




Using the Chat and Q&A Features in WebEx

To send a chat message:

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



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

To submit a question via the Q&A Panel:

1. Open the Q&A panel by clicking the "..." in the Participants O Chat ...

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

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



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

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



Department Mission:

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

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



Certifications Recognized by Caltrans

State Funded Projects

(When project funding is **ONLY** state dollars)

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

25% Goal

Disabled Veteran Business Enterprise (DVBE)

5% Goal

Federally Funded Projects

(When projects have ANY AMOUNT of federal dollars)

Disadvantaged Business Enterprise (DBE)

22.2% Goal



Learning Objectives

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



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















Caltrans CAL-Card

 Caltrans purchasers are able to purchase approved commodities/ goods/services under 10K with a visa card

 The Fair & Reasonable technique is used as a procurement method





FAIR & REASONABLE PROCUREMENT METHOD















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



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





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



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



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



Cal eProcure California's Online Marketplace

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



https://www.caleprocure.ca.gov/page s/index.aspx



EXAMPLES OF COMMODITIES, GOODS, & SERVICES CALTRANS PROCURES















Commodities Caltrans Purchases

Hand tools

Cameras, Video, Digital

Construction Supplies

Industrial Supplies

Janitorial Supplies

Office Supplies

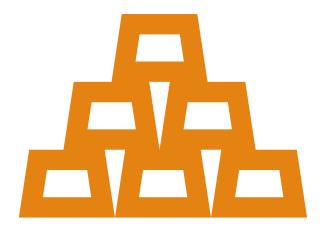
Paint

Signs

Keyboards

Printer copier paper

Batteries



You may find a complete list at:

www.dot.ca.gov/hq/dpac



Services Caltrans Purchases







Gardening and Landscaping



Equipment Rental



Equipment Services



Maintenance Service



Pest Control Service



Prohibited Caltrans Purchases

- 12.5.19 Fees and Surcharges
- 12.5.15 Prepayment (5/2018) not allowed for payment prior to the receipt of goods or services performed
- 12.5.18 Hazardous Services (11/2014)
- 12.5.12 Third Party Vendor
- Clothing of any Kind
- PPE equipment (Personal Protective Equipment)

- 12.5.20 Statewide Contract (SC) of Information Technology (IT) Orders (5/2014)
- 12.5.4 Personal Items or Business
- Services \$10,000.00 and over in any 12-month period require a service contract and are therefore prohibited on the CAL-Card.
 Splitting payments (See Section 12.5.2) to circumvent this requirement is considered fraudulent
- 12.5.7 Memberships (5/2018)





PROCESS PURCHASERS TAKE BEFORE REACHING OUT TO A VENDOR/BUSINESS















Required Steps

Step 1:

Purchasers must check our warehouse inventory

Step 2:

Purchasers must check California Prison Industry Authority (CALPIA) catalog

Step 3:

Purchasers must check our statewide mandatory contracts





Where to make Procurement **Purchases**

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

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



REQUIREMENTS FOR DOING BUSINESS WITH CALTRANS















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

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

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



Required Forms

CAL-CARD Certification ADM -3026

STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION

CAL-CARD CERTIFICATION

ADM-3026 (REV 09/2013) Page 1 of

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California

Contractor/Bidder Firm Name (Printed)									
Federal ID Number	Seller's Permit Number								
By (Authorized Signature)									
Printed Name and Title of Person Signing									
Date Executed	Executed in the County and State of								

1. NONDISCRIMINATION CLAUSE:

- a. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age, marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code (GC), § 12990 (a-f) et. seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, § 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code § 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- b. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under
- 2. DRUG-FREE WORKPLACE REQUIREMENTS: The Contractor certifies under penalty of perjury, under the laws of the State of California, that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (GC § 8355) and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations (as required by GC § 8355 (a)).
 - b. Establish a Drug-Free Awareness Program as required by GC § 8355 (b) to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Provide as required by GC § 8355 (c), that every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement

PAYEE DATA RECORD STD 204

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 10/2019)

1	INSTRUCTIONS: Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement. NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.									
2	BUSINESS NAME (As shown on your income tax return) SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL (Name as shown on SSN or 1710) Last, First, M. E-MAIL ADDRESS									
	MAILING ADDRESS	BUSINESS ADDRESS								
	CITY	STATE	ZIP CODE	СІТҮ				STATE	ZIP CODE	
3	ENTER FEDERAL EMPLOYER IDENT	IFICATIO	N NUMBER (FEIN)	: -					NOTE: Payment will not	
PAYEE	PARTNERSHIP CORPORATION: be processed									
ENTITY	ESTATE OR TRUST		~	ı., dentistry, psychotherapy	therapy, chiropractic, etc.) without an accompanying					
TYPE	_		~	attorney services)					taxpayer	
	EXEMPT (nonprofit) identification number.									
ONE BOX	ENTER SSN OR ITIN:									
ONLY										
						SN) or Individual Taxpayer Identification				
	- SINGLE MEMBER EEG [DISTEGRATIO	mber (ITIN) are required by authority of California Revenue and Tax Code sections 18646 and 18661)								
	CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.									
4	_									
PAYEE	CALIFORNIA NON RESIDENT (see next page for more Information) - Payments to nonresidents for services may be subject to state income tax withholding.									
RESIDENCY										
STATUS	Copy of Franchise Tax Board	waiver of	state withholding at	ttached.						
	I hereby certify under penalty of perjury that the information provided on this document is true and correct.									
5	Should my residency status change, I will promptly notify the state agency below.									
	AUTHORIZED PAYEE REPRESENTATIVE	TITLE TELEPHONE				PHONE (include area code)			
	SIGNATURE			DATE E-MAIL ADDRESS						



California Sellers Permit

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

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

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



FREQUENTLY ASKED QUESTIONS (FAQ)

















What is a CAL-Card?

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

Are there purchasing limits with the CAL-Card?

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

Are there forms required to do business with Caltrans?

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



CALTRANS RESOURCES















Procurement Specific Resources

Procurement and Contracts (DPAC)

https://dot.ca.gov/programs/procurement-and-contracts

Become a Certified Business

https://dot.ca.gov/programs/procurement-and-contracts/become-a-certified-business

Caltrans Near Me

https://dot.ca.gov/caltrans-near-me

Caltrans Commodities

https://dot.ca.gov/programs/procurement-and-contracts/caltrans-commodities

State Agency Buy Recycled Campaign (SABRC)

https://www.calrecycle.ca.gov/BuyRecycled/State Agency/VendorEd/Form74Guide/



General Resources

Caltrans Website

https://dot.ca.gov/

Office of Civil Rights Website

https://dot.ca.gov/programs/civil%20rights

Outreach Events Calendar

https://dot.ca.gov/programs/civil-rights/caltransevents-calendar

Contractor's Corner

http://ppmoe.dot.ca.gov/des/oe/contractor-info.html

Cal eProcure – California's Online Marketplace

https://caleprocure.ca.gov/pages/index.aspx



Q&A Session















District Small Business Liaisons (DSBL)



DSBL Contact List:

https://dot.ca.gov/programs/civilrights/dsbl-contact-list

Located in all 12 districts

Primary contact for small business-related concerns

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

Outreach

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

Advocacy services

Concerns and complaints



Districts & Counties

<u>District-1</u> - Eureka (Del Norte, Humboldt, Lake, and Mendocino)

<u>District-2</u> - Redding (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity)

<u>District-3</u> - Marysville/Sacramento (Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba)

<u>District-4</u> - Bay Area/Oakland (Sonoma, Napa, Solano, Marin, San Francisco, Contra Costa, Alameda, San Mateo, and Santa Clara)

<u>District-5</u> - San Luis Obispo/Santa Barbara (Santa Barbara, San Luis Obispo, Monterey, San Benito and Santa Cruz)



<u>District-6</u> - Fresno/Bakersfield (Madera, Fresno, Tulare, Kings, Kern)

<u>District-7</u> - Los Angeles (Los Angeles and Ventura)

<u>District-8</u> - San Bernardino/Riverside (Riverside and San Bernardino)

<u>District-9</u> - Bishop (Inyo, Mono, and eastern Kern)

<u>District-10</u> - Stockton (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne)

<u>District-11</u> - San Diego (San Diego and Imperial)

<u>District-12</u> - Santa Ana (Orange)

Thank you!



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

