



PAVING YOUR ROAD TO  
SUCCESS WITH CALTRANS:

UNDERSTANDING  
CALTRANS  
PROCUREMENT AND  
SERVICE CONTRACTS

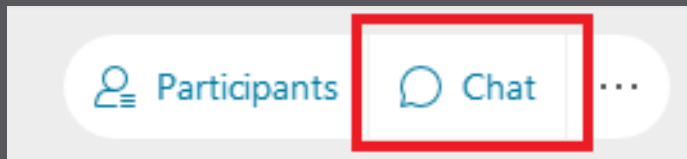




# Using the Chat and Q&A Features in WebEx

## To send a chat message:

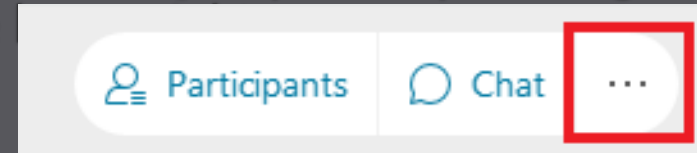
1. Open the Chat panel in the lower right corner:



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

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

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



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

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



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

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



## Department Mission:

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

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



# Learning Objectives

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- Certification at a glance
- Differentiate between goods & services
- Where to search for previous Caltrans purchases
- Basic overview of procurement methods
- How this information can help your business



# CERTIFICATION AT A GLANCE





# Benefits of Certification

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- 5% Bid Preference for Small Business
- The State may offer up to a 5% incentive to DVBE's in the formal bid process
- As a California certified SB/DVBE, your firm is added to the Department of General Services' certified firm database
- Caltrans' State funded procurement & contracts Goals:  
Small Business (SB) = 25%  
Disabled Veterans Business Enterprise (DVBE) = 5%





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**





# PROCUREMENT OVERVIEW





# Procurement Types

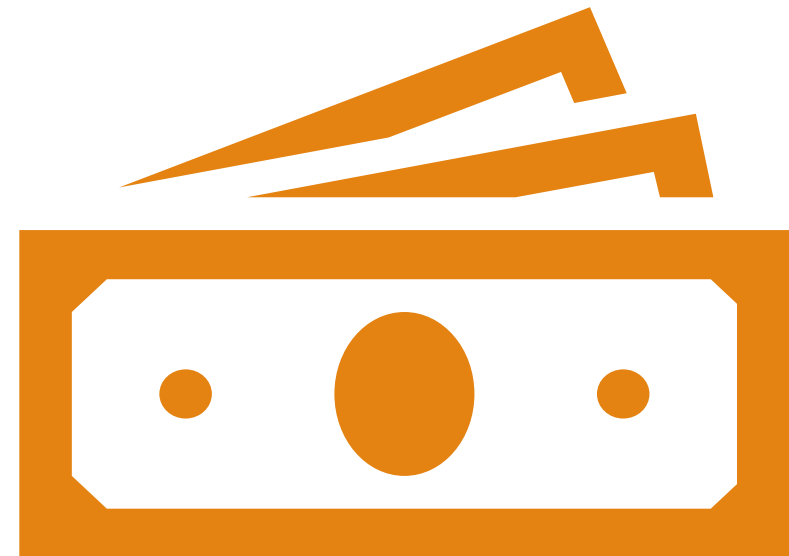
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## Goods and Commodities

- Tangible items such as
  - Equipment
  - Parts
  - Supplies

## Services

Information Technology (IT) or  
Non-Information Technology  
(Non-IT)





# Cal eProcure

Home Resources Quick Links Help Login/Register

## Public Procurement Information

Find out more about public purchasing and state agency resources

Search For...

- Bid opportunities in the California State Contracts Register (CSCR)
- Past purchases in the State Contracting and Procurement Registration System (SCPRS)
- State Contracts / Leveraged Procurement Agreements (LPAs)
- California SB/DVBE certified businesses
- Progress Payments

<https://caleprocure.ca.gov/pages/public-search.aspx>



# State Contract & Procurement Registration System (SCPRS)

## FI\$Cal SCPRS Search

The State Contract & Procurement Registration System (SCPRS) tracks overall total contracting dollars and contracts procured by the State of California. The SCPRS data provided is available for informational purposes only. Please contact the awarding department with questions.

System will NOT complete download action without the selection of a single search parameter (e.g., Date, BU, Acquisition Method...) Please be sure to have selected AT LEAST 1 parameter for download execution to complete.

**Search Parameters** ?

Department:	<input type="text"/>	Description:	<input type="text"/>		
Purchase Document #:	<input type="text"/>	Acquisition Type:	<input type="text"/>		
Supplier ID:	<input type="text"/>	Acquisition Method:	<input type="text"/>		
Supplier Name:	<input type="text"/>	<b>Transaction Start Date</b> ?			
		From Date:	<input type="text"/>	To Date:	<input type="text"/>

[Advanced Search Criteria](#)



# Solicitation Packages for Commodities

**Search Parameters** ?

Department:  Department of Transportation      Description:  ?

Purchase Document #:  ?      Acquisition Type:  ?

Supplier ID:  ?      Acquisition Method:  ?

Supplier Name:

**Transaction Start Date** ?

From Date:  [st]      To Date:  [st]

       [Advanced Search Criteria](#)

?     ?

\*Sort With:  ▼

\*Sort Order:  ▼

1 to 29 of 29

**Search Results**

Department Name	Purchase Document #	Associated POs	First Item Title	Start Date	End Date	Grand Total	Supplier ID	Supplier Name
Department of Transportation	<a href="#">CPO-082000001863</a>		Batteries and cells and accessories: The stationery/supply items are needed by the Caltrans, D8-Construction Division's 937 Colton Field Office staff to complete their daily/routine administrative duties/tasks/work/assignments. The offic	06/18/2020	06/18/2020	\$1,395.35	0000000358	BLAISDELLS BUSINESS PRODUCTS
Department of Transportation	<a href="#">CPO-082000001528</a>		Alkaline batteries: The items purchased are needed by the Caltrans, D8-Construction Division's Colton 790 Field Office staff, to complete their daily/routine administrative duties/tasks/work/assignments and/or projects.	06/18/2020	06/18/2020	\$744.09	0000065525	SUPPLYMATES LLC
Department of Transportation	<a href="#">CPO-082000001844</a>		Batteries and cells and accessories: 9 Volt Batteries 1bx@18.94=18.94 The stationery/supply items are needed by the Caltrans, D8-Construction Division's Corona-Stellar Field Office staff to complete their daily/routine administrative	06/18/2020	06/18/2020	\$137.48	0000000380	COLE OFFICE PRODUCTS INC



# PROCUREMENT METHODS





# Solicitation Packages for Commodities

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Fair & Reasonable - for less than \$10,000

SB/DVBE Option - \$5,000.01-\$249,999.99

Up to \$50,000 (Non-IT)

\$50,000-\$99,999 (unable to use the SB/DVBE option)



## Fair & Reasonable

### Competition is always the preferred method of acquisition.

- Caltrans may acquire IT and Non-IT goods and services valued at less \$10,000 if fair and reasonable pricing can be established without receiving alternate quotes.
- There are five methods of fair and reasonable pricing including:
  - Price Comparison
  - Catalog or Market Pricing
  - Historical Pricing





## SB/DVBE Option

### Certified SB/DVBE

- Goods & Services and IT goods and services - \$5,000.01 to \$249,999.99
- Public Works - \$5,000.01 to \$333,000.00
- At least two price quotes (two SBs or two DVBEs)
- No Advertising
- Authorized by Govt Code 14838.5  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=14838.5&lawCode=GOV](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=14838.5&lawCode=GOV)



# IT Goods/Services Procurement

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## Advertised:

- IT goods in excess of \$100,000
- IT services in excess of \$10,000.00
- IT goods and services in excess of \$10,000.00 on the service portion only





# Service Contracts

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**SERVICE  
AGREEMENT  
UNDER  
\$10,000 (U10)**



**INVITATION  
FOR PRICE  
QUOTE (IFPQ)**



**INVITATION  
FOR BID (IFB)**



**REQUEST FOR  
PROPOSAL  
(RFP)**



**EMERGENCY  
CONTRACTS**



# Sample Service Contracts

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- Architectural and Engineering Design
- Cleanup of Hazardous Chemical Spills
- Construction Projects
- Equipment Rental
- Escrow Services
- Expert Witness
- Hazardous Waste Removal
- Highway Equipment - Operation and/or Rental
- Maintenance Service and Rest Areas
- Public Works



# Emergency Contracts

## Caltrans Contractor Interest Registry

### Help Caltrans with the Next Emergency



Route 140 damaged by the 1997 storm disaster (1997 photo)



Route 140 after emergency contract repairs (1997 photo)  
Caltrans partners with contractors to perform emergency repairs when washouts, landslides, slipouts, earthquakes or other emergencies occur.

### All Contractors Are Invited To Tell Us What You Can Do.

Typical types of work:

- Hazardous Materials;
- Reconstruct **pavement** under emergency conditions;
- **Excavate** slopes or construct **embankment**;
- Rent **heavy equipment** to Caltrans on short notice;
- **Demolish** damaged structures;
- Remove and replace **culverts or drains**;
- Provide temporary **traffic control**;
- ...and others not listed

All contractors of all sizes are invited to express their interest in potentially performing emergency work for Caltrans.

When an emergency strikes, Caltrans may use emergency procedures to immediately select a contractor to reopen damaged facilities. The purpose of the registry is to provide a list of contractors potentially available for emergency work if needed.

[Click here to enter your firm into the Registry](#)

[Fill Out Form Now](#)

DISCLAIMER: Registering with Caltrans does not represent any express or implied promise by Caltrans to award emergency contracts now or in future. Caltrans is not bound to select contractors from the registry. Data entered will be held in confidence and will not be shared with other firms without the contractors consent.

<https://ecr.dot.ca.gov/>



# Caltrans' Procurement and Contracts

## Procurement and Contracts (DPAC)

The Division of Procurement and Contracts is responsible for assisting Caltrans districts and programs with the procurement of information technology (IT) and non-IT commodities, service contracts, architectural and engineering (A&E) contracts, minor public works contracts, the CAL-Card Administration and Compliance Program, property control, and compliance reporting.

[Contact Procurement and Contract](#)

### Contracts

- [A&E Contract Information](#)
- [Become a Certified Business](#)
- [Bid Results](#)
- [Cal eProcure](#)
- [Contract with Caltrans](#)
- [Contractor Resources](#)
- [Contracts Out for Bid](#)
- [EFA & ELB Contract Information](#)
- [Notices of Intent to Award](#)

### Procurement

- [Become a Certified Business](#)
- [Cal eProcure](#)
- [Caltrans Commodities](#)
- [Seller Resources](#)
- [Submit a Claim](#)
- [Vendor Payment Information](#)

### Resources

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



# Cal eProcure

Home Resources Quick Links Help

Cal eProcure

## Public Procurement Information

Find out more about public purchasing and state agency resources

Search For...

- Bid opportunities in the California State Contracts Register (CSCR)

<https://caleprocure.ca.gov/pages/public-search.aspx>



# Caltrans Advertisements

## California State Contracts Register

Search Events ▼

Event Name

Event ID

Department

2660



Department of Transportation

Event Status

Posted



Clear Criteria

Advanced Search Criteria

Search

<https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx>





# FREQUENTLY ASKED QUESTIONS (FAQ)





Do you have to be certified to do business with Caltrans?  
No, you do not need to be certified to do business with the state. The benefits of certification were discussed previously. You can work with acquisition personnel to ensure you complete any necessary forms.

Where can I find more resources for sellers?

Caltrans Seller Resources website at:

<https://dot.ca.gov/programs/procurement-and-contracts/seller-resources>

Where can I find information about A&E contracts?

Caltrans A&E Contact Information website at:

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information>



# RESOURCES





## General Resources

- Caltrans Website

<https://dot.ca.gov/>

- Office of Civil Rights Website

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

- Outreach Events Calendar

<https://dot.ca.gov/programs/civil-rights/caltrans-events-calendar>

- Contractor's Corner

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

- Cal eProcure – California's Online Marketplace

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

- Department of Industrial Relations

<https://www.dir.ca.gov/Public-Works/PublicWorks.html>



# Q & A Session





# Districts & Counties

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

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

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

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

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



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

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

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

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

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

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

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



# District Small Business Liaisons (DSBL)

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DSBL Contact List:

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

**Located in all 12 districts**

**Primary contact for small business-related concerns**

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

**Outreach**

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

**Advocacy services**

- Concerns and complaints

Thank you!

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

