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CAPSD Website:

<http://dgs.saccounty.net/capsd>

Frequently Asked Questions:

<http://dgs.saccounty.net/capsd/faq.aspx>

DFO Forms:

DFO Quote Form

DFO Quote Form with Signature

Exception to Bidding Form



Introducing the CAPSD Newsletter

This newsletter is designed with you (the delegated buyer) in mind. It will be published regularly and will contain topics that we feel will be of help and interest to you as a delegated purchasing programs buyer. We would like to encourage you to submit any topics that are of interest to you and any suggestions to help us to provide you with an informative newsletter. Please submit your suggestions to [Debbie Vaughan](#).

Small Business Procurement Practices Procurement Opportunities Program (POP)

Question: Does the County of Sacramento have a Small Business program?

Answer: Yes, the County has the Procurement Opportunities Program, which is designed to provide outreach and information to any business that wishes to do business with the County, including Small business enterprises (SBEs) and Micro-business enterprises (MBEs).

Question: What is the County's definition of a Micro or Small Business Enterprise?

Answer:

Micro Business

The business must be:

1. Independently owned and operated;
2. Not dominant in its field;
3. Located in the Sacramento Regional Market Area; and
4. Together with its affiliates, it is either:
 - A service, construction or non-manufacturing firm with **25** or fewer employees and average annual gross receipts of **\$2,750,000** over the three previous years, or
 - A manufacturing firm with **25** or fewer employees

Small Business

The business must be:

1. Independently owned and operated;
2. Not dominant in its field;
3. Located in the Sacramento Regional Market Area (Sacramento, El Dorado, Placer, Sutter, Yolo and Yuba counties); and
4. Together with its affiliates, it is either:
 - A service, construction or non-manufacturing firm with **50** or fewer employees and average annual gross receipts of **\$5,000,000** or less over the three previous years, or
 - A manufacturing firm with **50** or fewer employees.

Question: How does the Procurement Opportunities Program affect what I do?

Answer: When County departments and agencies procure materials and supplies, they are encouraged to utilize certified Micro- and Small business enterprises whenever possible. This includes purchases made using department field orders (DFOs), limited purchase orders (LPOs) and procurement cards (P-Cards).

Did you know that any purchase made with a DFO of \$3,000 or more requires three quotes of which one must be from a Small business enterprise? The business could hold Micro or Small business certification or they can be a self-declared MBE or SBE:

Certified Micro or Small Business Enterprise

The County encourages businesses to certify with the State of California, Department of General Services Office of Small Business Certification. Because the County does not provide certification, we utilize the State of California as our certifying body.

Self-Declared Micro or Small Business Enterprise

A self-declared business enterprise is one in which the ownership has chosen not to formally certify as a Micro or Small business but wishes to be tracked as a Small business. The County encourages any business that does not wish to formally certify as a Micro or Small business to self-declare if they fit the County's size and ownership standards. Business owners may be required to provide supporting documentation to substantiate their claim.

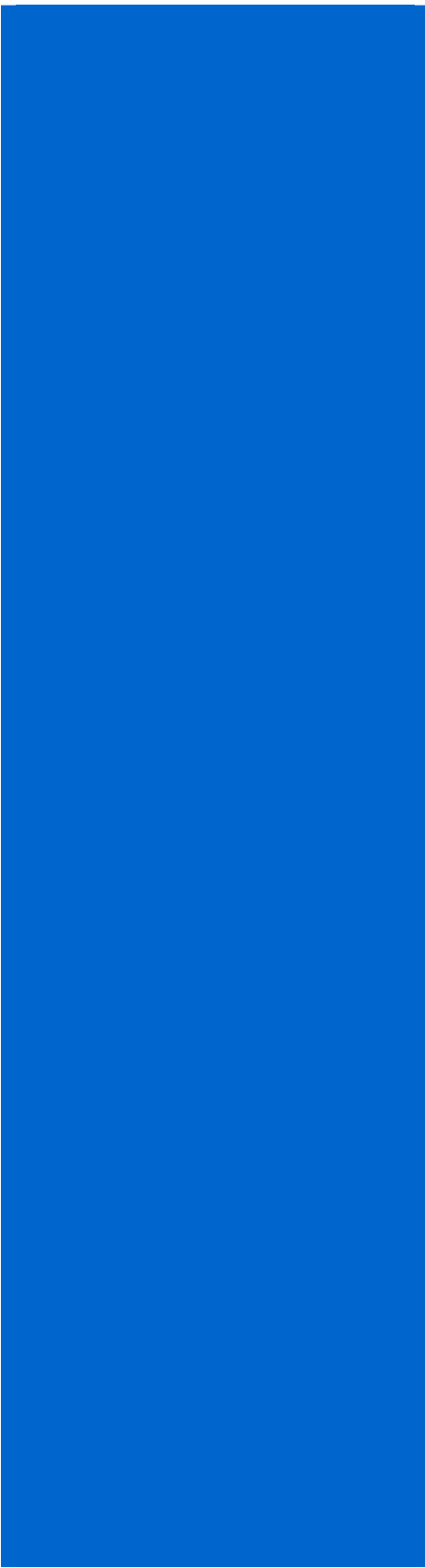
Question: How do I find Micro or Small Businesses when I am obtaining quotes?

Answer: The State of California's Department of General Services (DGS) has an online search function located at: <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx>. When seeking to obtain quotes from Micro or Small Business enterprises, you can use this search tool to find all certified businesses matching the specific search criteria you select (by commodity, located within the surrounding 6-county Regional Market Area, etc).

While the website above is currently your main resource for searching, the Contract and Purchasing Services Division is also looking at creating a searchable database which would assist you further in finding certified vendors. More information on that effort to come! Check out the next issue of the *Purchasing News* for more information on the County's Procurement Opportunities Program and detailed instructions for using the State of California's DGS website for finding Micro or Small business enterprises.

Question: Does the Procurement Opportunities Program offer a preference for small businesses?

Answer: Yes, it provides a five percent (5%) price preference on supply contracts of less than \$100,000 issued through the Department of General Services, Contract and Purchasing Services Division to certified micro-business enterprises located in the Sacramento Regional Market Area. The preference does not apply to LPOs, DFOs and Pcard purchases.



Question: Does the Procurement Opportunities Program have goals?

Answer: Yes, the County's goal is to spend twenty-five percent (25%) of its contracting and procurement dollars with certified or self-declared small businesses located within the Sacramento Regional Market Area.

Please contact Kiauna Norman, POP Program Coordinator, at 876-6382 or normank@saccounty.net for more information.