

Information to Assist Contractors Bidding on Caltrans Projects Using Certified Disabled Veteran Business Enterprises (DVBEs) for State-Funded Contracts

The objective of the California Department of Transportation (Caltrans), Civil Rights, Disadvantaged Business Enterprise Program is to increase the level of participation of Disabled Veteran Business Enterprises (DVBE) on state-funded contracts and Disadvantaged Business Enterprises (DBE) on federal-aid contracts. The following information will assist Contractors seeking certified DVBEs (Page 1) or DBEs (Page 2) to meet the required project participation goal for contracts with Caltrans.

How To Obtain the DVBE Resource Packet

The *DVBE Resource Packet* was developed by the Department of General Services (DGS) Office of Small Business and DVBE Certification (OSDC) to provide guidelines on how to identify and solicit DVBEs to participate in your contract. The *DVBE Resource Packet* includes a listing of approved advertising sources of trade and focus newspapers and a listing of state, federal, and local DVBE organizations. The packet can be printed from the DGS web site located at: <http://www.pd.dgs.ca.gov/smbus>

- In the center of the web page under **DVBE Participation Program**, click on the second to the last bullet link called [DVBE Resource Packet](#)

This is a change..

How To Obtain A List of Certified DVBEs On-Line from the DGS Database

The DGS OSDC administers DVBE certification and maintains a directory of certified DVBEs. For database assistance, open the link under "Need Help? Contact us" or call DGS at (916) 375-4940.

- Access the directory at, <http://www.pd.dgs.ca.gov/smbus>
- In the center of the web page under **DVBE Participation Program**, click on the last bulleted link called [Find Certified DVBEs](#)
- Click on [Standard Query](#) option (located in the center of the web page)
- From here, use one or more of the following four methods to identify DVBEs.

First method to identify DVBEs

- Under the title **Find Certified Firms**, Click on [Search for certified Firms by Certification Type, Business Type, SIC Code, and/or Location](#)

Step 1 of 4 Check box for DVBE **Certification Type** and Check box for **Business Type**

(select from Construction, Manufacturer, Non-manufacturer, and/or Service), click

Note: if you select Construction, the box will appear, click

Step 2 of 4 Scroll and hold CTRL key selecting up to 3 **Major Industry Sic Code(s)**, click

Note: A link to the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) web page to look up a SIC code, can be accessed by clicking on [Search for Standard Industrial Classification \(SIC\) code](#) Enter keyword (i.e., concrete). View it, click upper right "x" to exit link and return to Step 2 of 4, then continue.

Step 3 of 4 Hold the CTRL key, selecting multiple **Line of Business SIC Code(s)**, click

Step 4 of 4 Select either: **Statewide** or, **Use a map of California to choose a location**

(If you use the map, select the District where the work is to be performed.), click

Second method to identify DVBEs

- Under the title **Find Certified Firms**, Click on [Locate a specific certified firm by OSDC Ref# or Business Name](#)

Activate drop-down box to read "contains" and enter a word in the "Business Name" box (i.e. financial) and a list of businesses with the word "financial" in their business name will result. You must then open each one to see if they are a certified DVBE whose services relate to your contract.

Third method to identify DVBEs

A complete list, by category, can also be downloaded, using the following instructions:

- Under the title **Download Certified Firm Data to Customize Your Own List**, Click on [DVBE](#) (located in about the center of the web page). Use either PDF or TXT versions.
- "The PDF versions are lists that you can view and/or print. "
(Click on one of these certified listings categorized by DGS or all categories and print it)
[Commodities](#) [Construction](#) [Services](#) or [All Categories](#)

Fourth method to identify DVBEs

*The **TXT version** allows manipulation of data to download to your customized list. Follow the web page instructions and contact DGS OSDC at (916) 375-4940 for download assistance.

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NOTE: Contractors are to include the results of their database search of "Certified Firm Listing", or the cover page of the "Directory of DVBEs", or the "DBE Query Results" page with the *CALTRANS BIDDER-DVBE (or) DBE-INFORMATION* bid documents to verify date the certification information was researched.

Resources to Obtain a List of Certified DBEs for Caltrans Projects

Contractors bidding on Caltrans projects with a DBE goal in Districts 05 (San Luis Obispo and Santa Barbara Counties), 06 (Kern County), 07, 08, 11, and 12 may contact the DBE supportive services consultant, Padilla & Associates, as follows:

Los Angeles

Padilla & Associates, Inc.
5675 East Telegraph Road, Suite A-260
Los Angeles, CA 90040
(323) 728-8847 (323) 728-8867 FAX

San Diego

Padilla & Associates, Inc.
2725 Congress Street, Suite 1-D
San Diego, CA 92110
(619) 725-0843 (619) 725-0854 FAX

Contractors bidding on Caltrans projects in Districts 01, 02, 03, 04, 05 (except San Luis Obispo and Santa Barbara Counties) 06, (except Kern County), 09 and 10 may obtain lists of certified DBEs from the California Unified Certification Program (CUCP) database (instructions below).

Hint - Helpful Link Regarding NAICS Definitions

The North American Industries Classification System (NAICS) work codes are used to identify the type of work performed by DBEs. You will need to have the NAICS work code numbers before querying. The U.S. Census Bureau has developed cross-references from Standard Industry Codes (SIC) to the North American Industries Classification System (NAICS). Please visit the U.S. Census Bureau's web site for more information concerning work areas related to NAICS **237310 Highway, Street, and Bridge Construction** at the following location: <http://www.census.gov/epcd/naics02/def/ND237310.HTM>

How to Obtain a List of Certified DBEs On-line from the CUCP Database

The California Unified Certification Program (CUCP) database includes the DBEs certified from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. **Contact Bryan Harradine at (916) 440-0511 for web or download assistance.**

Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program web site at: <http://www.dot.ca.gov/hq/bep/>

- Click on the link in the left menu titled [Find a Certified Firm](#)
 - Click on [Query Form](#) link, located in the first sentence
 - Click on [Certified DBE's \(UCP\)](#) located on the first line in the center of the page
 - Click on [Click To Access DBE Query Form](#)
- Searches can be performed by one or more criteria
- Follow instructions on the screen (read about the NAICS definitions described above)
- "Start Search", "Requery", "Civil Rights Home", and "Caltrans Home" links are located at the bottom of the query form

Must use either Internet Explorer 5.5 or Netscape 7 (or greater) for this database.

How to Obtain a Quarterly List of Certified DBEs without Internet Access

If you do not have Internet access, Caltrans also publishes a quarterly directory of certified DBE firms extracted from the on-line database. A copy of the quarterly directory of certified DBEs may be ordered from the Caltrans' Division of Procurement and Contracts/Material and Distribution Branch/Publication Unit by calling (916) 445-3520.