

## DOCKETED

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<b>Project Title:</b>	Barriers Study Implementation
<b>TN #:</b>	220736
<b>Document Title:</b>	DVBEDBESBA Cheat Sheet 2017
<b>Description:</b>	attached cheat sheet for small business contracting
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**DVBE/DBE/SBA  
Cheat Sheet  
2017**

Description	Recommendation	Comments
<b>I</b>	Secretary of State Filing: 1. Business Name: check availability 2. File paperwork for Corp/LLC.. 3. Get State ID #	<a href="http://www.sos.ca.gov/business-programs/business-entities/">http://www.sos.ca.gov/business-programs/business-entities/</a> <b>NOTE:</b> There are filings that are due on a quarterly basis: i.e. Statement of Information..
<b>II</b>	IRS Filing: 1. Business Entity paperwork: verify name is available 2. Obtain EIN number	<a href="https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a> <b>Note:</b> There are filings that are due on a yearly basis, i.e., tax filings April 15 <sup>th</sup> .
<b>III</b>	1. Speak to Business Banker 2. Open Checking Account 3. Open Line of Credit 4. Speak to a bonding specialist.	If issues with credit score, pull credit report at <a href="http://freecreditreport.com">freecreditreport.com</a> or through bank account and dispute items. Within 30 days or less, items that are irrelevant will be taken off report.
<b>IV</b>	Register with <b>California, Department of Ground Services (“DGS”) for STATE projects:</b> 1. eProcure 2. Questions? Contact DGS at <a href="mailto:OSDSHelp@dgs.ca.gov">OSDSHelp@dgs.ca.gov</a> or 916-375-4940  3. Register with <b>CalTrans</b>	<a href="https://www.caleprocure.ca.gov/">https://www.caleprocure.ca.gov/</a> DGS Registration takes less than 30 minutes  <a href="http://www.dot.ca.gov/dist3/departments/sbusiness/">http://www.dot.ca.gov/dist3/departments/sbusiness/</a> Caltrans Registration
<b>V</b>	Local Municipalities/County: Check laws/regulations in your city/county for businesses.	Some city and/or county ordinances require that you file paperwork with them. Some fees may apply.
<b>VI</b>	NOW Account: A/R for small business. Don’t wait to get paid and as a sub-contractor validate who you do business with, for FREE!	<a href="http://nowaccount.com/">http://nowaccount.com/</a>  Contact Angelica Tellechea to sign up: <a href="mailto:atbrownstone@gmail.com">atbrownstone@gmail.com</a> .

<p style="text-align: center;"><b>VII</b></p>	<p style="text-align: center;"><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>1. Consult a business attorney in your field of work (construction, building trades, consulting..).</li> <li>2. Consult a CPA</li> </ol>	<ol style="list-style-type: none"> <li>1. Understanding money management is important for success.</li> <li>2. Contracts, agreements, MOU's. Have standard forms available. If you need help, contact: Tanya Motta, U.S. DOT Small Business, (916) 446-7883</li> </ol>
<p style="text-align: center;"><b>VIII</b></p>	<p style="text-align: center;"><b>Education</b></p>	<p style="text-align: center;">Continue learning; make time and participate in workshops and professional development. Stay informed!</p> <p style="text-align: center;">Inquire regarding certification programs: SBA, CMAS, State, Federal...</p>
<p style="text-align: center;"><b>IX</b></p>	<p style="text-align: center;"><b>Certification for Federal work:</b> California Unified Certification Program (CUCP) provides "one-stop shopping" certification services to small, minority and women businesses seeking to participate in the United States Department of Transportation (USDOT) <u>Disadvantaged Business Enterprise</u> (DBE) Program. Certification services are offered to businesses seeking to obtain either DBE or airport concessionaire disadvantaged business enterprise (ACDBE) status.</p>	<p style="text-align: center;"><a href="http://www.californiaucp.org/">http://www.californiaucp.org/</a> Certification may take 6-12 months.</p>
<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>Certification for Women:</b> The <b>Women's Business Enterprise</b> National Council (WBENC) is the largest third-party certifier of businesses owned, controlled, and operated by women in the United States.</p>	<p style="text-align: center;"><a href="http://www.wbenc.org/">www.wbenc.org/</a></p>
<p style="text-align: center;"><b>XI</b></p>	<p style="text-align: center;"><b>Apprenticeship Programs Construction and Building</b></p>	<p style="text-align: center;">Not sure if you have experience or would like experience? Contact the California Building and Construction Trades in your Region. Get "hired" through an apprenticeship program, and get paid as you learn! State Construction and Building Trades, Kevin Ferreira, Executive Director (916) 924-0424. Robbie Hunter President, (916) 443-3302</p>

<p style="text-align: center;"><b>XII</b></p>	<p style="text-align: center;"><b>Bid Process:</b></p> <p>All projects require a 5% minimum of projects to be awarded to DVBE/DBE/SBA firms. Primes and project owners host outreach events. Subscribe to newsletters and bid information from different agencies so that you don't miss out. If you hear about a project inquire about outreach dates for small businesses.</p>	<ol style="list-style-type: none"> <li>1. Pre Bid conferences usually are not mandatory but recommended you attend via phone/in person and/or webinar.</li> <li>2. Contact the bid administrator, build a relationship and ask questions: Don't guess!</li> <li>3. Don't wait until the deadline to submit bid. Start gathering information, do your research and bring partnerships into the project if they are warranted.</li> </ol>
<p style="text-align: center;"><b>XIII</b></p>	<p style="text-align: center;"><b>Networking:</b></p> <ol style="list-style-type: none"> <li>1. Builds relationships</li> <li>2. Exposes you to relationships and opportunities that will help grow your business.</li> <li>3. Reach out to project owners and Primes: Relationships, and who you know, matter.</li> <li>4. Professional etiquette/manners MATTER.</li> </ol>	<p>If you are not sure about a company, ask someone who does. Build a support systems and grow your sphere of influence! If not sure, contact someone who won't charge to help! (i.e., Tanya Motta, Angelica Tellechea, DGS)</p>
<p style="text-align: center;"><b>XIV</b></p>	<p style="text-align: center;"><b>ASK Questions</b></p>	<p>If you don't know, ASK, RESEARCH, NETWORK...but DON'T guess.</p>