



Get Certified! For Contracts with Anchor Institutions

Business Information & Document Requirements Resource Guide

Why Get Certified?

Federal, state, and local governments offer businesses opportunities to sell billions of dollars worth of products and services. Many government agencies require that some percentage of the procurements be set aside for small businesses. Certifying your business can help you successfully compete for government contracts. Before you can begin bidding for contracts with the government, your business must obtain the proper certifications. Small business certifications document a special capability or status that will help you compete in the marketplace and take advantage of business opportunities through anchor institutions, such as the State of California, Federal Government, local municipalities, universities, hospitals, and corporations.

Come Prepared, Get Certified, Start Bidding for Contracts

In the second session of this workshop, certification and procurement experts from will walk you through account registration and the certification process. Review the information below and bring all necessary business information and documentation to take full advantage of this impactful opportunity for your business:

State of California - Cal eProcure



Your business' ...

- ✓ Physical Address
- ✓ Billing Address
- ✓ Phone Number
- ✓ Email Address
- ✓ Website
- ✓ Tax Identification Number (TIN)
- ✓ Federal Tax Returns (digital version)
- ✓ Owner Information
- ✓ Ownership Percentages (if multiple owners)
- ✓ Contacts
- ✓ Business Structure
- ✓ Number of Employees
- ✓ Field of Work
- ✓ Products, Services, Manufacture, etc.
- ✓ CA counties you would like to service

For some businesses, additional support documents may be required. Click the links below to check ahead of the workshop. Have questions? Bring them with you!

[Small Business \(SB\) Certification Support Documents](#)

[Disabled Veteran Business Enterprise Services \(DVBE\) Certification Support Documents](#)

U.S. Federal Government - SAM.gov



- * DUNS number – Get one at www.dnb.com/duns-number (free)
- * CAGE number – If already registered with SAM.gov only
- * NAICS codes – Learn more at www.census.gov/eos/www/naics

Recommended: Check out [SAM.gov Non-Federal User Guide](#)