

# FRESNO STATE

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## Procurement

### How to do business with Fresno State

Fresno State recommends registering with FI\$Cal and with FedBid (more information at bottom of page). All bids for goods and services \$100,000 and greater are posted on FI\$Cal, which is the State of California's office website for posting legal bid notifications. All informal request for quotes and request for proposals are handled by Buyer's discretion and usually sent from the Buyer directly to vendors, but sometimes they are posted through FedBid. It is important that you make sure that the proper Fresno State Buyer has your company information and is aware of all the products and/or services you offer. You can also send your company information to different departments on campus, but you should always contact the Procurement department first. Never accept an order from Fresno State unless you have a Purchase Order from the Procurement department or your shipment may be considered unauthorized and your payment will be delayed or not made at all. The Procurement department or campus departments may also place an order with a campus credit card which is authorized. The Procurement department is the only department on campus with delegated authority to issue purchase orders and/or sign any type of contract.

### **Are you a California Certified Small Business or Disabled Veteran Business Enterprise (DVBE)???**

State of California requires our campus to spend 25% of our campus spend with Certified Small Businesses and 3% of our campus spend with DVBE's. Your company can even receive a preference during bid evaluation for formal bids. It is recommended that you go to the State of California's small business website to see if you qualify for this certification.

Some of the requirements for a Small Business are average annual gross receipts of \$14 million or less, and 100 or fewer employees. Some of the requirements for a Micro Small Business are gross annual receipts of \$3.5 million or less, and 25 or fewer employees.

California Department of General Services (DGS) Procurement Division website:

<http://www.dgs.ca.gov/pd/Home.aspx>

Office of Small Business and Disabled Veteran Business Enterprises website:

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

Small Business eligibility requirements website:

<http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx>



Fresno State utilizes FI\$Cal to advertise formal bids for goods and services at \$100,000 or greater. The University may also make a bid available through FedBid that is posted on FI\$Cal. FI\$Cal has free registration where a vendor can access FI\$Cal to locate and review bidding opportunities.

For more information, please visit FI\$Cal at the following website:

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



FedBid is a company that handles Reverse Auctions for public agencies. A Reverse Auction is when a vendor has the option to submit their proposal multiple times to try to become the low bidder until the bid closes. The vendor is not able to see what the low bidder price is, but is notified if they are not the low bidder when submitting their proposal, which gives the vendor the option to submit a lower proposal if they would like.

Fresno State will sometimes utilize FedBid to handle its reverse auctions for goods and services values at \$3,000 and greater. Registration with FedBid is free and will increase bidding opportunities with vendors with all the other public agencies that utilize FedBid. The only cost with utilizing FedBid is that 3% is added to the low bid to be paid to FedBid by the vendor.

For more information, please visit FedBid at the following website:

<http://www.fedbid.com/>

Fresno State does not endorse FedBid or guarantee that all information provided here regarding the State of California, BidSync, and FedBid is correct, and that it is the responsibility of the reader to research and verify all information.

Website for direct links to Fresno State bidding opportunities:

<http://www.fresnostate.edu/adminserv/purchasing/purchasing/business/bidoppor.html>

**Fresno State**

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<http://www.fresnostate.edu/adminserv/purchasing/>