

How do I contact the Franchise Tax Board Small Business and Disabled Veteran Business Advocate?

*You can write, call, or fax us at:*

**Franchise Tax Board**  
Small Business & Disabled Veteran Business Advocate  
PO Box 2086  
Rancho Cordova, CA 95741-2086  
Telephone: (916) 845-3937  
Fax: (916) 845-3599

*track.wagner@ftb.ca.gov*

What are some other resources for Small Business and Disabled Veteran Business information?

**Franchise Tax Board**  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

**Department of General Services**  
[www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)

**California Technology, Trade & Commerce Agency**  
[www.commerce.ca.gov](http://www.commerce.ca.gov)

**Federal Small Business Administration**  
[www.sba.gov](http://www.sba.gov)

**Greater Sacramento Small Business Development Center**  
[www.sbdcc.net](http://www.sbdcc.net)

# Small Business and Disabled Veteran Business Enterprise Program



Franchise Tax Board

Return Address

## Welcome to FTB

If you are a small business or disabled veteran-owned business, we hope you are considering a business relationship with the California Franchise Tax Board. We are committed to establishing successful partnerships with certified businesses.



This brochure provides you with general information about our Small Business and Disabled Veteran Business Program. It also lists some of the many services and products we use at our Sacramento, California headquarters as well as at our offices throughout California and in Houston, Texas; Chicago, Illinois; Garden City, New York; and New York City, New York. As you can imagine, we order an abundance of products and services in small to large quantities.

If this looks like something of interest to you, please look through the brochure. If you want more information, feel free to contact our Small Business and Disabled Veteran Business Advocate. You will find the telephone number on the back. We look forward to doing business with your company.

  
Gerald H. Goldberg

## What is the Small Business and Disabled Veteran Business Program all about?

Because small businesses play such an important role in California's economy, the state wants to be sure these businesses are not ignored as potential vendors for state contracts. *To encourage participation, the state gives these benefits to certified businesses:*

- Higher prompt-payment penalties (the state pays you more money if they do not pay promptly).
- A five-percent bidding preference on applicable state contracts. See the chart below for an example.

### Small Business Preference Calculation

#### Bidder 2 – Bidder 4 –

5% is calculated from the lowest non-certified small business.

\$28,975.00  
x .05 (5%)\*  
\$ 1,448.75

The preference amount is subtracted from the certified small business.

\$29,870.00  
- 1,448.75  
\$28,421.25

Bidder 2 bid = \$28,975.00 Bidder 4 bid = \$28,421.25

**Note: The contract is awarded to Bidder 4 for \$28,870.00.**

\* The maximum small business preference amount must not exceed \$50,000.

## Who do we contact for State of California Small Business and Disabled Veteran Business certification and general information?

The California Department of General Services handles small business and disabled veteran-owned business certification. Check their Website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr) for more information or call them at (916) 375-4940.

## What types of commodities and services does Franchise Tax Board need?

### Business Commodities

- Office supplies
- Office machines
- Office furniture
- Publications and subscriptions

### Business Services

- Collections
- Interpreters
- Moving
- Security guards
- Consultants
- Maintenance
- Public works
- Security monitoring

### IT Commodities

- Cell phones
- Computer software
- Mainframe equipment and supplies
- Computer hardware
- Fax machines
- Maintenance

### IT Services

- Consultants
- Maintenance

## How does Franchise Tax Board purchase products and services?

- Invitation for Bid (IFB)
- Request for Proposal (RFP)
- Request for Quotations (RFQ)
- Solicitation for Conceptual Proposals (SCP)
- California Multiple Awards Schedule (CMAS)
- Master Service Agreements (MSA)
- Calcard (VISA)

## What are some contracting tips?

Contractors must:

- Be responsive and responsible.
- Provide quality products and services at the best price.
- Be in good standing with the State of California.