



PAVING YOUR ROAD TO
SUCCESS WITH CALTRANS:

UNDERSTANDING SMALL BUSINESS PROGRAM CODES

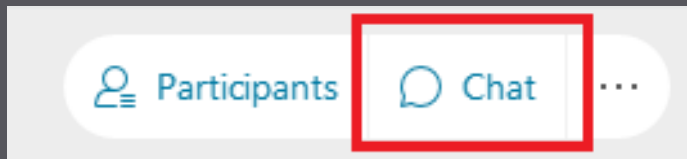




Using the Chat and Q&A Features in WebEx

To send a chat message:

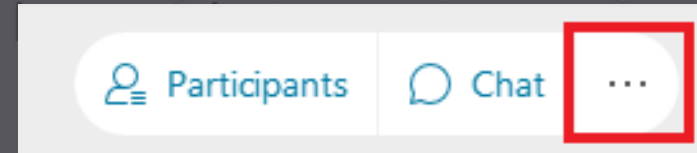
1. Open the Chat panel in the lower right corner:



2. In the Send to or To drop-down list, select the recipient of the message.
3. Enter your message in the chat text box, then press Enter on your keyboard.

To submit a question via the Q&A Panel:

1. Open the Q&A panel by clicking the "..."



2. Click in the drop-down menu and select "All Cohost" as the recipient of the question.
3. Enter your question in the text box and press Enter on your keyboard.

*** Be sure to indicate if you would prefer to have our moderators ask your question, or if you'd like to be unmuted to ask yourself.*



Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

<https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/title-vi/caltrans-non-discrimination-policy-statement-a11y.pdf>



Department Mission:

Provide a safe and reliable transportation network that serves all people and respects the environment.

- Over 50,000 miles of state highway & freeway lanes managed, developed, and maintained, connecting local systems and neighborhoods
- Managing major inter-city rail services
- Permitting for over 400 public-use airports & heliports
- The scope of this mission is too great for us to handle alone
- Our department depends on our private contracting partners to fulfill our mission & project goals



Certifications
Recognized by
Caltrans

State Funded Projects

(When project funding is ONLY state dollars)

Small Business (SB)/Small Business - Public Works
(SBPW)

25% Goal

Disabled Veteran Business Enterprise (DVBE)

5% Goal

Federally Funded Projects

(When projects have ANY AMOUNT of federal dollars)

Disadvantaged Business Enterprise (DBE)

22.2% Goal



Learning Objectives

1

Understand Work Codes, North American Industry Classification System (NAICS), United Nations Standard Products and Services Codes (UNSPSC) and keywords available to list on our profile

2

Learn how to update North American Industry Classification System (NAICS), United Nations Standard Products and Services Codes (UNSPSC) and keywords on your certification profiles

3

Learn about historic contract cost data, where to find it, and how to utilize it



WORK CODES OVERVIEW





What are they?



Where can I find
more about them?



How do I update my
profile?



Work Codes

Codes assigned at the time of certification, based on the primary business activities

Created by Caltrans under authority provided in 49 CFR 26.71

Supplement the NAICS Codes to describe work items on contract bid summaries or scope of work

Can be added after a firm has been certified, or if you obtain an additional license or skill

Visit the Caltrans Disadvantaged Business Enterprise (DBE) Search website to access the Work Code Description Chart



Work Code Description Chart

OCR Website

[Home](#) | [Programs](#) | [Civil Rights](#) | [DBE Search](#)

DBE Search

[Access the DBE Query Form](#)

Caution: DBE regulation (49 CFR Part §26.88) grants certifying agencies, such as Caltrans, authority to suspend the DBE owner, DBE failing to notify in writing of any material change or if a DBE fails to timely complete an application. Certifying agencies will be implementing this policy beginning September 1, 2015.

Note: Contractors are cautioned to verify the real-time DBE database prior to hiring DBE firms. A suspended firm will not be considered for contract goal on new contracts. The decision to immediately suspend a DBE is not appealable.

The Disadvantaged Business Enterprise (DBE) Database contains information on certified DBE firms and is used to track DBE goals on contracting requirements.

- [DBE Query Form Instructions / Tutorial *](#)
- [Sample Database Query / Powerpoint](#)
- [Access the Work Code Description Chart](#)
- [Caltrans District Map](#)

<https://dot.ca.gov/programs/civil-rights/dbe-search>



This Work Code Description Chart is a guide only and not a conclusive or comprehensive list of work performed by DBE firms. Certifying agencies use these descriptions, and the accompanying license and NAICS Code cross references, to assign codes that describe a firm's primary business activity. These codes distinguish DBE firms involved in the physically act of construction from those that provide support services and supplies to the construction industry. The tabulated spreadsheets have these various categories separated into specific workgroups. Please note that the issue of whether a firm performs Commercially Useful Function (CUF) is not reviewed at the time of certification (refer 49 CFR 26.73(a)(1));

Authority to Assign NAICS and Work Codes

- DBE certifying agencies get their authority from 49 CFR 26.71(n) to assign NAICS Codes and Work Codes
- Certifying agencies can, in addition to applying the appropriate NAICS code, apply a descriptor from a classification scheme of equivalent detail and specificity

Work Code Utilization	Construction	Construction Supplier	Professional Services	Truckers&Transportation	All Industries
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Work Cod	Category	Description	License Requirement	NAICS Code(s)
C9980	DEMOLITION	Raises, lowers, cribs, underpins, demolishes & moves structures; including their foundations.	C-21 Building Moving/Demolition Contractor - CSLB	238910 - Site Preparation Contractors
C9981	BUILDING MOVER	Raises, lowers, cribs, underpins, & moves structures; including their foundations.	C-21 Building Moving/Demolition Contractor - CSLB	238990 - All Other Specialty Trade Contractors
C9982	CONSTRUCTION STAKING (SURVEYING)	One skilled in staking construction sites. Must be licensed by the State in which they work.	Land Surveyor - California Board for Professional Engineers, Land Surveyors, & Geologists	541990 - All Other Professional, Scientific and Technical Services
C9988	MOVING & STORAGE	This industry comprises establishments primarily engaged in operating merchandise warehousing and storage facilities. These establishments generally handle goods in containers, such as boxes, barrels, and/or drums, using equipment, such as forklifts, pallets, and racks. They are not specialized in handling bulk products of any particular type, size, or quantity of goods or products.	NO LICENSE REQUIRED	493110 - General Warehousing and Storage
C9999	BROKER (FOR FEE ONLY)		NO LICENSE REQUIRED	425120 - Wholesale Trade Agents and Brokers



Professional Services- Most Needed



C8851, Lead Compliance



C8790, Environmental – Acoustic/Noise Studies



C8723, Materials Testing Services



C8791, Environmental – AR Quality



C8792, Environmental – Biological Studies



Trucking- Most Needed

- C9633, Hazardous Waste Trucking
- C9606, Water Truck
- C9607, End Dump Truck
- C9608, Asphalt Oil Tankers





Construction- Most Needed

C8612, Pavement Profiling

C8405, Thermoplastic Traffic
Striping & Marking

C8330, Metal Railing

C5900, Clean & Paint Steel

C2021, Hydroseeding

C2001, Rock Blanket

C8601, Maintaining Existing
Traffic & Management System
Elements during Construction

C1531, Plane Asphalt Concrete

C4602, Ground Anchor

C4904, Drilled Hole

C5150, Core Concrete – Repair
Bridge Deck

C5301, Air-Blown Mortar

C5401, Waterproofing

C5620, Roadside Sign

C7602, Saw Cutting

C7804, Paint & Stain Concrete

C7218, Air-Blown Mortar (Slope
Paving)

C7600, Develop, Test, Drill,
Maintain Wells

C8331, Concrete Barrier

C8602, Signal & Lighting



Construction- Most Used

C1201, Traffic Control System

C1522, Reset, Adjust Roadway
Items

C1531, Plane Asphalt Concrete

C1575, Remove Bridge Item

C1601, Clearing & Grubbing

C1901, Roadway Excavation

C1910, Grading

C1920, Structure Excavation

C1930, Structure Backfill

C1940, Ditches Excavation

C3910, Paving Asphalt

C4040, Clean & Seal Pavement
Joints-Route & Seal Cracks

C4906, Cast-in-Drilled-Hole
Concrete Piling

C5100, Concrete Structure

C5105, Minor Concrete Structure

C5111, Concrete Overlay – Drill &
Bond

C5501, Steel Structures

C5570, Steel Crib Wall

C5601, Sign Structure

C5620, Roadside Sign

C7200, Rock Slope Protection

C7301, Concrete Curb & Sidewalk
– Misc.

C8000, Fencing

C8320, Metal Beam Guard Railing

C8501, Pavement Marking

C9810, Small Structures

C9980, Demolition



Adding/Updating Work Codes in your Profile

View the current codes listed on your DBE profile

- Visit the website at:

<https://dot.ca.gov/programs/civil-rights/dbe-search>

Research codes related to the work you do:

- Visit the website at:

<https://www.naics.com/search/>

Contact the DBE Certification Office to request changes to your work codes

- Complete the Work/NAICS Code Request Form and submit via email to the DBE Certification Office



DBE Search

1. Start at Caltrans Website (<https://dot.ca.gov/>), then click “Programs”



2. Click “Civil Rights”



3. Click “California Unified Certification Program”



4. Click “Search for Certified Firms”



Certified Vendor Directory

Search our Certified Vendor Directory by entering search criteria and clicking Search. You must select at least one certification type. You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Search by Certification Type

CERTIFICATIONS

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)

Search by Business Name or DBA

BUSINESS NAME/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

BUSINESS DESCRIPTION

Tip: Try just a few letters of a keyword.

Search by Commodity Code

COMMODITY CODES

[Click to Lookup Commodity Codes](#)



North American Industry Classification (NAICS) Overview

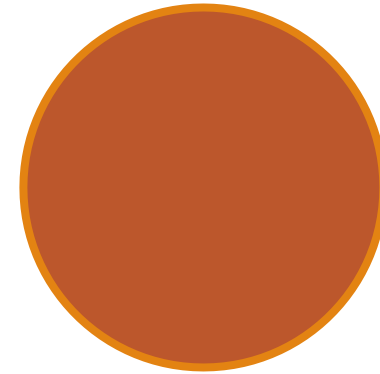




What are they?



How do I find out
more info on them?



How can I update my
profile?



NAICS Codes

- North American Industry Classification System (NAICS)
- These codes help to identify what your firm's primary business function is
- Will determine what you can bid on within the DBE program
- Standard used by federal agencies in classifying business establishments for the United States business economy
- DBE regulations require NAICS codes to be assigned during the certification process to describe a firm's primary business activity
- Requests for updates should be sent to the DBE Certification Office

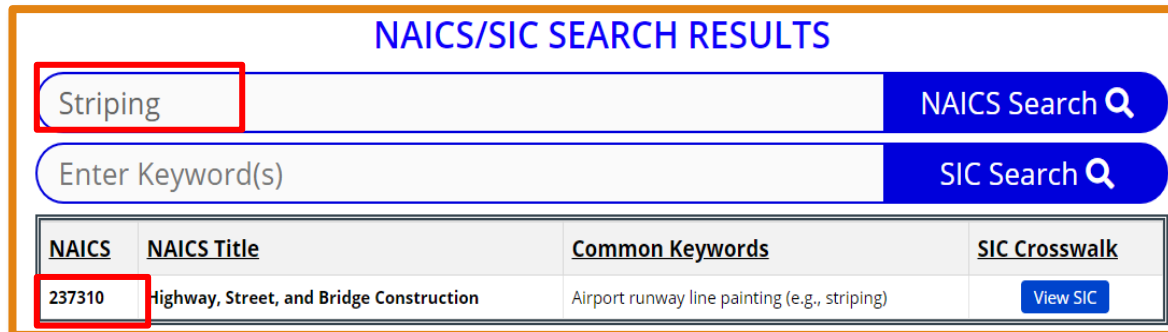


NAICS Website

1. Go to <https://www.naics.com/>



2. Search by keyword



3. Example of Index Entries

2007 NAICS	2012 NAICS	2017 NAICS	Index Entries for 237310
237310	237310	237310	Abutment construction
237310	237310	237310	Airport runway construction
237310	237310	237310	Airport runway line painting (e.g., striping)
237310	237310	237310	Asphalt paving (i.e., highway, road, street, public sidewalk)
237310	237310	237310	Bridge approach construction



NAICS Website

1. Go to <https://www.naics.com/>

Welcome to NAICS Association
YOUR HOME FOR ALL THINGS NAICS & SIC

Marketing Lists Data Appends **NAICS Code Search**

2. Example of Index Entries

NAICS & SIC Identification Tools

Striping NAICS Search 🔍

Enter Keyword(s) SIC Search 🔍

NAICS CODE DRILL-DOWN SIC CODE DRILL-DOWN COMPANY LOOKUP TOOL NAICS LOOKUP HELP

NAICS CODE LIST: Click Any Two Digit NAICS Code to Drill Down Further

Code	Industry Title	Number of Business Establishments
11	Agriculture, Forestry, Fishing and Hunting	382,038
21	Mining	32,529
22	Utilities	47,917
23	Construction	1,526,509



UNITED NATIONS STANDARD PRODUCTS AND SERVICES CODES (UNSPSC) & KEYWORDS OVERVIEW





Do you know what these
are?



Where can I go to find
more info?



How do I update them on
my profile?



UNSPSC Codes

- An 8 digit code used to identify a good or service
 - Example: 14111500, Printing and Writing Paper
- Part of a four level hierarchy
 - Most buyers search for goods within the Level 3 and 4 codes
- These codes are specific to SB and DVBE
- Can be added to and/or updated after certification

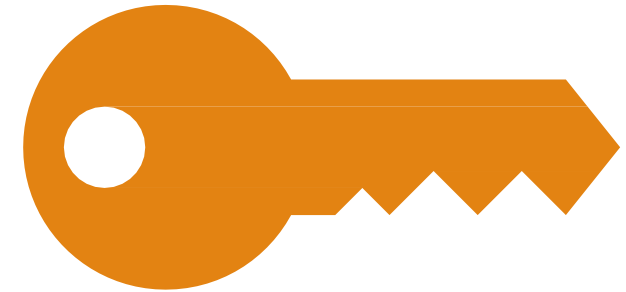
Hierarchy	Code	Description
Level 1	14000000	Paper materials and products
Level 2	14110000	Paper products
Level 3	14111500	Printing and writing paper
Level 4	14111506	Computer printout paper

<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/United-Nations-Standard-Products-and-Services-Code-UNSPSC>



Keywords

- Keywords describe a good or service that your business can provide
 - Example: concrete, environmental, legal
- Buyers use keywords to find businesses through keyword searches on our databases
- Keyword Tips:
 - Include synonyms and related words – everyone searches differently
 - Example: use “copy” and “copier” or “lights”, “lighting”, and “bulb”
 - List keywords individually, not as a list or sentence
 - List general categories of products and services, as well as any specialty brands you sell
- Do market research, view competitors profiles to see what keywords they are using
 - Go to Cal eProcure, then search SB/DVBE





Updating UNSPSC Codes & Keywords

- Update on Cal eProcure - <https://caleprocure.ca.gov/pages/index.aspx>
 - Log-in to your profile
 - Click your user name
 - Click “View Certification Profile”
 - Then click “Amend Application”
 - Click “Save and Continue” on each page until you reach the “Other” tab





BID ITEMS/CONTRACT DATA





What are bid item codes?



How can I make my bids more competitive?



Bid Item Codes

- Item Code assigned to each item in the project contract list
- Contract cost data
- State Contract & Procurement Registration System (SCPRS) Database

Item No	Final Pay Item (F)	Item Description	Unit Pay	2018 Section
208425		1 1/2" BACKFLOW PREVENTER ASSEMBLY	EA	20
207054	F	1 1/2" COPPER PIPE (SUPPLY LINE)	LF	20
208005	F	1 1/2" GALVANIZED STEEL PIPE (SUPPLY LINE)	LF	20
208574		1 1/2" GATE VALVE	EA	20
208597	F	1 1/2" PLASTIC PIPE (SCHEDULE 40) (SUPPLY LINE)	LF	20
680280		1 1/2" PLASTIC PIPE UNDERDRAIN	LF	68
208632		1 1/2" PRESSURE RELIEF VALVE	EA	20
208634		1 1/2" REMOTE CONTROL VALVE	EA	20



Contract Data Cost

sv08data.dot.ca.gov/contractcost/

Caltrans Contract Cost Data

Data Home Cost Data Home

Welcome to the Contract Cost Database Search Page. This site allows you to search historic bid data for Caltrans construction cost data. Use of this site constitutes acceptance of the [conditions of use](#). For more help on using this site [Headquarters bid summary results page](#).

Search Parameters

Item Code or Description*

Include data from bidder(s). (Note: Does not include irregular bidders).

To make multiple selections from the boxes below, hold the control key down as you make selections. Leave the boxes unselected or blank to query for all the values.

District(s)	Year(s)
District 01	2020
District 02	2019
District 03	2018
District 04	2017
District 05	2016
District 06	2015
District 07	2014
District 08	2013
District 09	2012
District 10	2011
District 11	2010
District 12	2009

[clear selection](#) [clear selection](#)
[show counties](#) | [show map](#)

Optional Parameters:
(Fill in as many as you need, or leave them blank to search all)

Total Price (for item)

Min \$

Max \$

Quantity

Min

Max

Unit convert to this unit whenever possible

* indicates required field

<https://sv08data.dot.ca.gov/contractcost/>



FREQUENTLY ASKED QUESTIONS (FAQ)





My firm name/address/email/etc. has changed. How can I make changes to my DBE database listing?

Please notify, in writing, the agency that certified your firm. The agency is listed on your certification document. You can also locate your certifying agency by reviewing your online profile on the DBE Database at <https://ucp.dot.ca.gov/licenseForm.htm>.

I'm a certified DBE business, how do I update my work codes now that I'm certified?

Contact your local DSBL to request the Work/NAICS Code Change Request Form. Once completed, this form should be submitted to the Office of Civil Rights at the address listed on the form.

I'm a prime contractor, how can I find DBE firms?

All DBE certified firms are listed in the DBE Directory. You can access the database to find firms in your area at <https://ucp.dot.ca.gov/licenseForm.htm>.



I'm a certified Small Business, how do I get connected with purchasers and contractors?

Ensure that you keep your Cal eProcure or DBE profile up to date with your contact information and the keywords and work codes your business provides, as this is the main way we search for companies to do business with.

Don't be afraid to reach out to the Prime Contractors to introduce your business and see what services they commonly use.

Also, attend the events such as Meet the Primes, Procurement Fairs and Contractor's Boot Camps hosted by your DSBL's. These events provide great networking opportunities!

Can I get notified when a contract related to the services my company offers is posted?

Yes! Visit Cal eProcure at <https://caleprocure.ca.gov/pages/index.aspx> and log in. Then click your user name and select "Manage Notifications". You can select to receive notifications of procurements that are listed under a certain UNSPSC.



RESOURCES





Resources From Today's Training

- DBE Website

<https://dot.ca.gov/programs/civil-rights/dbe>

- NAICS Codes

<https://www.naics.com/>

- United Nations Standard Products and Services Code (UNSPSC)

<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/United-Nations-Standard-Products-and-Services-Code-UNSPSC>

- Contract Cost Data

<https://sv08data.dot.ca.gov/contractcost/>

- State Contract & Procurement Registration System (SCPRS)

https://suppliers.fiscal.ca.gov/psc/psfpd1/SUPPLIER/ERP/c/ZZ_PO.ZZ_SCPRS1_CMP.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_FISCAL_SCPRS.ZZ_SCPRS1_CMP_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder



General Resources

- Caltrans Website

<https://dot.ca.gov/>

- Office of Civil Rights Website

<https://dot.ca.gov/programs/civil%20rights>

- Outreach Events Calendar

<https://dot.ca.gov/programs/civil-rights/caltrans-events-calendar>

- Contractor's Corner

<http://ppmoe.dot.ca.gov/des/oe/contractor-info.html>

- Cal eProcure – California's Online Marketplace

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



Q & A Session





Districts & Counties

[District-1 - Eureka](#) (Del Norte, Humboldt, Lake, and Mendocino)

[District-2 - Redding](#) (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity)

[District-3 - Marysville/Sacramento](#) (Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba)

[District-4 - Bay Area/Oakland](#) (Sonoma, Napa, Solano, Marin, San Francisco, Contra Costa, Alameda, San Mateo, and Santa Clara)

[District-5 - San Luis Obispo/Santa Barbara](#) (Santa Barbara, San Luis Obispo, Monterey, San Benito and Santa Cruz)



[District-6 - Fresno/Bakersfield](#) (Madera, Fresno, Tulare, Kings, Kern)

[District-7 - Los Angeles](#) (Los Angeles and Ventura)

[District-8 - San Bernardino/Riverside](#) (Riverside and San Bernardino)

[District-9 - Bishop](#) (Inyo, Mono, and eastern Kern)

[District-10 - Stockton](#) (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne)

[District-11 - San Diego](#) (San Diego and Imperial)

[District-12 - Santa Ana](#) (Orange)



District Small Business Liaisons (DSBL)



DSBL Contact List:

<https://dot.ca.gov/programs/civil-rights/dsbl-contact-list>

Located in all 12 districts

Primary contact for small business-related concerns

- Information about Small Business (SB), Disabled Veteran Business Enterprise (DVBE), and Disadvantaged Business Enterprise (DBE) certification and programs

Outreach

- Community events and activities
- Education regarding how to work with Caltrans
- Provide 1:1 technical assistance to firms

Advocacy services

- Concerns and complaints

Thank you!

For questions or additional information, please contact your local DSBL.

