**Cal-ATSD Information Sheet for Suppliers of Assistive Technologies, Services, and Devices (12.18.18)**

**BACKGROUND**

The Department of Rehabilitation (DOR) created the California Assistive Technologies, Services and Devices Supplier Directory (Cal-ATSD) to provide state and local agencies with a valuable resource to quickly identify suppliers of assistive technologies, services, and devices for reasonable accommodations.

This supplier directory is a resource of suppliers to promote the timely delivery of assistive technologies, services and devices. Procuring agencies can purchase from the Cal-ATSD Supplier Directory, using state procurement rules, policies, and procedures, if determined that the goods and services offered through CalPIA and mandatory LPAs do not meet the needs of state employees, applicants, student assistants, interns, volunteers with disabilities, consumers served by DOR, as well as other individuals with disabilities served by other state and local agencies.

**HOW TO DO BUSINESS WITH STATE AGENCIES**

Suppliers approved by DOR to be listed on the Cal-ATSD Supplier Directory through the application process. It is essential that supplier’s contact information is current since the buyers from state agencies may contact the suppliers directly to obtain a quote and make a purchase.

Posting prices for goods and services on the Cal-ATSD supplier and suppliers own webpages may aid state agencies in expediting the procurement process.

**DOR TERMS AND CONDITIONS**

Suppliers must meet all state procurement requirements and agree with special Terms and Conditions. The DOR has developed Terms and Conditions to address the specialized needs procuring goods and services with individual with disabilities. DOR buyers must attach the Terms and Conditions to the Request for Quote. Other state buyers may choose to incorporate these Terms and Conditions when applicable to their purchases.

**ACQUISITION METHODS REQUIRED BY STATE AGENCIES**

Buyers can purchase from the Cal-ATSD after considering the goods and services offered by CalPIA and mandatory LPAs to reasonably accommodate state employees, DOR consumers and other individuals with disabilities served by California State agencies. All DOR consumer purchases are exempt from the CalPIA.

The state recognizes the importance of timely and effective delivery of goods and services for RA and has included a special section in the State Contracting Manual (SCM), therefore, special procurement procedures apply for acquisitions related to a reasonable accommodation for state employees and DOR consumers. DOR buyers shall refer to the DOR Rehabilitation Administrative Manual (RAM) on Fair and Reasonable Procurement Method for Vocational Rehabilitation Services and for Employee Reasonable Accommodations (RA) for acquisitions related to RA for DOR employees and consumer related purchases. When conducting acquisitions or executing contracts with suppliers on this directory, state agencies must adhere to all state procurement laws, policies, and procedures.

**SUPPLIER PERFORMANCE**

Questions related to specific purchases should be directed to the procuring agency buyer. Suppliers should work directly with State and local agencies to resolve any concerns. Supplier performance issues should be submitted to: SupplierDirectory@dor.ca.gov.

**CALIFORNIA CERTIFIED SMALL BUSINESS (SB) AND/OR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)**

State agencies are required to meet goals with California Certified SBs and DVBEs, and some state agencies have adopted internal policies requiring buyers to contract with SBs or DVBEs first (commonly referred to as “SB/DVBE First Policy”). Suppliers that qualify as a California Certified SB and/or DVBE are encouraged to certify with the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) to increase contracting opportunities with state agencies.

Find out more about the Small Business & Disabled Veterans Business Enterprise Certification Program by visiting the [SB/DVBE page](http://www.dgs.ca.gov/pd/Programs/OSDS.aspx).

**GENERAL INFORMATION FOR SUPPLIERS**

Find out information on doing business with the State of California at the Department of General Services Procurement Division webpage: <http://www.dgs.ca.gov/pd/Home.aspx>

**CAL-ATSD SUPPLIER DIRECTORY CONTACT**

The DOR is responsible for administering the Cal-ATSD Supplier Directory. Please submit questions regarding the Directory to SupplierDirectory@dor.ca.gov.