

www.DVBEforms.com

1. Go to www.DVBEforms.com
2. Enter some information about your company and the project.
3. The email address you enter at www.DVBEforms.com is the email the system will send you signed documents (STD843 and PD843.)
4. The date you enter at www.DVBEforms.com is the date the system will put on the STD843 and PD843 forms.
5. Click the bottom check box for 'I am not a Robot' and press submit.
6. It will take 1-2 minutes for you to get your email
7. [95%+ of these emails go into your junk email \(we have no idea why.\)](#) You will need to move it from your junk email to your inbox to get the forms (the attachments don't show in your junk mail.)
8. You will get two forms. The STD843 and the PD843.
9. What is the difference between the STD843 and PD843?

The PD843 is the newest form and some bid packets require it from contractors, whereas, the ST843 has been in use for many years and still is required in many bid packs. **Check your bid pack for which form the owner wants you to use and attach that to your bid.**

11. In the email you received from the system, there are Dropbox Links. These are password protected and the same password works on all three of them. To get the password, please call Desiree Hernandez at CP 832-683-9701. We won't email or text the password.
12. One Drobox link is to get our DVBE and SB cert you'll need to put in your bid pack.
13. Another Dropbox link allows you to find documents by owner (K-12, City, County, State Agency, Cal State, etc.) for reference in order to properly fill these forms about us. We have looked over many of the documents these owners require you to fill out about us, and we filled them in for you to use as a reference. This is our attempt to assist you in filling out these forms properly for the areas about us as your DVBE Supplier, so others can't protest against you for the DVBE portions filled out or to make sure your bid is not rejected for not being filled out correctly about us.
14. The last Dropbox link gives you our Sliding Mark-Up Scale for you to calculate what we make as a business to put in your bid as a budgeted line item (just like you would budget a bond, rentals, labor, etc. in your bid.) **We apply the Sliding markup scale per project and not per order to give you cost control.** *For example, let's say your bid is \$2M and there is a 3% DVBE requirement. You would need to purchase \$60K of material from us ($\$2M * .03 = \$60K$.) Look up \$60K in our sliding markup scale which is an 8% markup, so we make ($\$60K * .08 = \4800 .) Put \$4800 in your bid as a budget line item. When you win and we do orders with suppliers and you, we add an 8% markup to each estimate and invoice. Even if we work with 2 or three suppliers for your project, we add the same markup until \$60K of materials is purchased which we make our \$4800 from these orders.*

Note: You will notice in certain owner's forms an area to list our CSLB# and DIR#. We don't have these as we are a supplier, so write "N/A Supplier" for us. We used to be a DVBE Electrical Contractor many years ago and had a CSLB# and DIR# for prevailing wage; however, as we are no longer a DVBE Electrical Contractor and now we are a DVBE Supplier, we no longer have to have a CSLB#, and we don't have prevailing wage workers so we no longer need or have to have a DIR#. This is why "N/A Supplier" is written for both CSLB# and DIR#.

Note: Many State Agencies and other owners require you to list us as a subcontractor even though we are a supplier. We know, it makes no sense but this is what the owner requires. We know contractors who lost bids for not listing a DVBE in the subcontracting areas. Because we are a DVBE supplier and not a contractor and you have to list us as a subcontractor, which normally has a CSLB# and a DIR# box to fill in, for both these areas write in "N/A Supplier" which has been accepted by the owners for many years and never disputed.

Note - Our Company's Legal name is Elevating Sales Corp. to use on your forms. www.myDVBE.com is marketing only.