**SMALL BUSINESS FIRST (SB1st) PROCESS MAP**

**START**

- Is your purchase between $10k-$250k?
  - No: SB1st does not apply. If exempt, add which exemption applies to the Notes & Attachments of your Requisition
  - Yes: Proceed to next step

**Do any exemptions (bottom left) apply? OR Can you purchase from an existing strategically sourced agreement or UCIBuy for this product or service?**

- No: Proceed to next step
- Yes: 
  - Is the purchase >$100k?
    - No: Proceed to next step
    - Yes: 
      - Please refer to our Certified SB/DVBE vendor lists, Explorer.io, or Cal eProcure to find a SBE/DVBE that meets the need. Only 1 SBE/DVBE quote required.

**Did you find a SB/DVBE?**

- No: Please contact smallbusiness@uci.edu
- Yes: 
  - Does a waiver justification (bottom right) apply?
    - No: Proceed to next step
    - Yes: Please complete the Small Business First Waiver DocuSign PowerForm

**Complete SSPR Form and receive 2 or more SBE/DVBE quotes.**

**SB1st EXEMPTIONS (NO WAIVER REQUIRED)**

For detailed definitions, click here.

- Purchases that are sole source, unique personal or professional services, and emergency in nature
- Purchases through existing strategically-sourced agreements
- Federally funded purchases
- Design and construction*
- Interagency agreements
- Federal/local government agreements
- Research sub-awards
- Higher education institution agreements
- Concessions (food/beverage)
- Revenue/reimbursement contracts
- Medical and patient care contracts
- Statutorily-exempt, policy-exempt, emergency, proprietary, and/or local assistance/subvention procurements

*All contracting for construction is governed by the UC Facilities Manual and its associated policies and templates.

**ACCEPTED CERTIFICATIONS**

- (SB) Small Business
- (DVBE) Disabled Veteran Business Enterprise
- UCOP list (link)

**WAIVER JUSTIFICATIONS**

- Insufficient number of SB/DVBE suppliers identified or unable to obtain enough valid quotes.
- Unable to meet specifications
- Supplier declines to become a certified SB or DVBE
- Other