START

Is your purchase between $10k-$250k?

Yes

No

SB1st does not apply

Is the purchase >$100k?

Yes

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.

No

No

Did you find a SB/DVBE? *2 SB/DVBEs quotes required for purchases > $100k

Yes

Yes

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

No

No

Does a waiver justification (bottom right) apply?

Yes

Yes

Please complete the Small Business First Waiver DocuSign PowerForm

No

No

Upload waiver or SBE/DVBE certification in KFS

SB1st EXEMPTIONS (NO WAIVER REQUIRED)
- Purchases that are sole source, unique 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

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