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

**START**

- Is your purchase between $10k-$250k?
  - Yes
    - Is the purchase >$100k?
      - Yes
        - Complete SSPR Form and receive 2 or more SBE/DVBE quotes.
      - No
        - Yes
        - Can you purchase from an existing strategically sourced agreement for this product or service? OR Do any exemptions (bottom left) apply?
          - Yes
            - Please contact smallbusiness@uci.edu
          - No
            - No
            - Yes
              - Did you find a SB/DVBE? *2 SB/DVBEs quotes required for purchases > $100k
                - 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
                  - SB1st does not apply

**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.

**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

*ACCEPTED CERTIFICATIONS*

- (SB) Small Business
- (DVBE) Disabled Veteran Business Enterprise