

SB/DVBE Waiver

Fax waiver to: (916) 375-4950 • E-mail questions and/or waiver to: OSDCHelp@dgs.ca.gov • OSDS Receptionist: (916) 375-4940

Please complete this waiver request for the following types of procurements when not awarded to a certified Small Business, Microbusiness, SB/Nonprofit Veteran Service Agency (SB/NVSA), or Disabled Veteran Business Enterprise (DVBE):

- Goods, Services and IT Goods and Services under \$100,000, and
- Public Works Contracts under \$147,000

DO NOT SUBMIT WAIVERS FOR: "mandatory" contracts, "mandatory" training, or any of these agreements: Interagency, Federal government, local government, Joint Power Authorities, Prison Industry Authority, California State University/University of California (or respective campuses), Concessions, Non-Competitive Bid, Revenue/Reimbursement contracts, Public Transit, Community Based Rehabilitation, Statutorily Exempt, Emergency and Local Assistance/Subvention.

Division/Program: _____

Person Requesting Exemption: (Name, Title and Phone Number) _____

Requestor Signature: _____

Date _____

Division or Office SB/DVBE Advocate: (Name and Phone Number) _____

Division or Office SB/DVBE Advocate Signature: _____

Date _____

Contract/Purchase Amount: _____

(Term) Date of the Contract/Purchase: _____

Enter no more than 2 United Nations Standard Products and Services Codes (UNSPSC) and a brief description of the goods/services being purchased: _____

What Steps Were Taken to Seek or Include SB, MB, SB/NVSA, or DVBE in this Opportunity? Check steps and attach documents that identify firms contacted, individual's name, and date.

- Performed a firm search via the DGS eProcurement Website (www.eprocure.dgs.ca.gov, click on *SB/DVBE Search*);
- Worked with Original Equipment Manufacturers (OEM) to identify SB, MB, SB/NVSA, and DVBE resellers;
- Recruited potential SB, MB, SB/NVSA, or DVBE for this opportunity;
- Worked with existing suppliers to see if they are eligible to become certified. Suppliers should be directed to the OSDS website www.pd.dgs.ca.gov/smbus for eligibility and certification information, and/or
- Sought OSDS assistance to locate SB, MB, SB/NVSA, or DVBE or to get suppliers/contractors certified.

Justification for Non-Use of SB, MB, SB/NVSA, or DVBE: _____

For OSDS use only

Request:

Approved Valid Through Date: _____

Denied

Comments: _____

DGS/OSDS Manager _____

Date _____