

OBAS Memorandum 19-01 (SB/DVBE) Waiver

Email waiver and supporting documentation as one unified PDF to OBASAdvocate@dgs.ca.gov

Requisition number(s):	Cost Estimate:	County:	County Code:
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Program Division: _____ Program Office: _____

Provide a brief description of the scope of work:	UNSPSC code:
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Provide all additional UNSPSC codes, licences, and keywords used for Cal Eprocure search:

Acquisition Analyst Name:	Work Phone number:	Email:
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Reason for waiver request (choose one):

- ☐ 1 - No SB/DVBE suppliers in Cal eProcure
- ☐ 2 - Good/service offered by one supplier, F&R acquisition
- ☐ 3 - Quality of Material is substandard
- ☐ 4 - Cost Considerations
- ☐ 5 - Suppliers found but unable to perform work
- ☐ 6 - Unable to obtain enough valid quotes
- ☐ 7 - Supplier did not want to become certified
- ☐ 8 - No supplier in needed service area
- ☐ 9 - Choosing SB/DVBE would disrupt business operations
- ☐ 10 - No supplier response
- ☐ 11 - Other as specified in justification

Please attach all applicable items below in your packet:

- ☐ Requisition
- ☐ Scope of Work
- ☐ Failed solicitations with BCC viewable
- ☐ Documentation of Cal eProcure search/bidders list
- ☐ Documentation of advocate assistance
- ☐ Cost Analysis
- ☐ Correspondence from the manufacturer, supplier, or program
- ☐ Original Equipment Manufacturer (OEM) reseller list
- ☐ Past procurement data (SCPRS) search or previous contract information
- ☐ Evidence of SB,MB,DVBE recruitment efforts

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

Extended waiver request? <input type="checkbox"/> Yes <input type="checkbox"/> No		Good or Service to Exempt:	County or Region:	Exemption Period (MM/DD/YY - MM/DD/YY) -
OBAS USE	<input type="checkbox"/> Approved Comments:			
	<input type="checkbox"/> Denied			
DGS/OBAS Advocate Signature:		Date:		