



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: June 13, 2013

Bulletin #: E-11-13

**TO: DVBE Advisory Council
Small Business Advisory Council**

**RE: Feedback on the Commercially Useful Function Evaluation during the Bid
Evaluation Process DUE: June 26, 2013**

The Department of General Services (DGS) seeks your feedback to proposed enhancements to the Commercially Useful Function (CUF) evaluation procedures. These tools will be incorporated into the State Contracting Manual and the California Procurement Academy training to further demonstrate DGS' commitment to Excellence in the Business of Government! Please review the attached documents and provide your feedback no later than close of business (COB) on **Wednesday, June 26, 2013**.

Background:

Eric Mandell, former Chief of the Office of Small Business and DVBE Services, in partnership with Ricardo G. Martinez, Chief of the Office of Policy, Training and Customer Services, sponsored the DGS Commercially Useful Function (CUF) Workgroup. The Workgroup convened in 2011 consisted of DGS buyers and SB/DVBE Advocates from the Department of Water Resources, Franchise Tax Board, and Department of Real Estate. The collective intent of the Workgroup is to enhance consistency in the bid evaluation processes performed by state contracting officials. The CUF Workgroup developed the [CUF Evaluation & Determination Worksheet](#) and [Frequently Asked Questions \(FAQ\)](#) documents, found in these hyperlinks, to aid state department buyers in the bid evaluation process. The FAQs address questions that state department buyers have frequently submitted on the subject. In addition to these two documents, DGS' plan includes publishing scenarios as examples. These scenarios, when created, will provide bid evaluators examples of how to use the worksheet.

In addition to providing feedback, please provide one or two scenarios. Submit comments and suggestions to PDStakeholderFeedback@dgs.ca.gov by COB Tuesday, June 26, 2013.

Please feel free to contact the following DGS staff if you have any questions regarding these documents:

Bernie Quinn: 916.375.4360
Robert Brown: 916.375.4549
Danetta Jackson: 916.375.4483

Thank you for your assistance. If you have any questions regarding this notice, please contact:

Tanya Little
916.375.4936
tanya.little@dgs.ca.gov