



MEMORANDUM

DATE	April 1, 2010
TO	Board Executive Officers, Division/Bureau/Program Chiefs, Deputy Directors
FROM	Brian Stiger, Director <i>Brian J. Stiger</i>
SUBJECT	Small Business/Disabled Veteran Business Enterprise Participation Goals – First Consideration

The Department of Consumer Affairs (DCA) is committed to offering procurement opportunities to Small Businesses (SB), Microbusinesses (MB), and Disabled Veteran Business Enterprises (DVBE) whenever possible. We have shown this dedication time and time again by consistently surpassing the mandated minimum participations of 3% DVBE and 25% SB in our contracting activity.

To ensure that DCA continues to be a leader among State departments in supporting California small businesses and our economy, DCA is aggressively seeking SB and DVBE participation by requiring the following:

1. **All Goods and Services under \$5,000** – Award directly to a certified SB, MB, and/or DVBE vendor. Give first consideration to DVBE vendors. Document cost reasonableness.
2. **Goods and Services from \$5,000 to \$250,000** – Obtain two SB or two DVBE quotes and use the SB/DVBE Option (GC §14838.5) to award. Give first consideration to DVBE vendors.
3. **California Strategic Sourcing Initiative (CSSI) Contracts** – Use the SB/DVBE Off-ramp (refer to user instructions for each CSSI contract) to award directly to a certified SB, MB, and/or DVBE vendor. Give first consideration to DVBE vendors.
4. **All Other Acquisitions** – Use SB and/or DVBE vendors whenever possible. Be sure to include DVBE Incentive language to encourage DVBE participation in all contracts (see http://inside.dca.ca.gov/forms/oas/dvbe_incentive.pdf). Only after exhausting all available SB/DVBE resources, should an exemption be considered.

The following agreements are exempt from these requirements: Interagency, government, Joint Power Authorities, PIA, California State University/University of California (or respective campuses), Concessions, Revenue/Reimbursement Contracts, and Statutorily Exempt.

DCA's SB/DVBE Advocate, Kevin Aria, can assist you by providing listings of certified vendors for specific goods/services and helping you research vendor and other related information. Please contact Kevin at 916.574.7268 or by email Kevin_Aria@dca.ca.gov if you need additional assistance.

Thank you for all of your hard work and your continuing dedication to support California small businesses through these challenging times. Working as a team, we can guarantee another great year for DCA in achieving and surpassing the mandated SB/DVBE participation requirements.