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## DVBE PROGRAM REQUIREMENTS AND DVBE INCENTIVE WAIVER

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INSTRUCTIONS: Use this form to request approval to waive the Disabled Veteran Business Enterprise (DVBE) Program Requirements and/or DVBE incentive for an information technology (IT) goods and/or services or non-IT goods solicitation. If the procurement is being conducted under the department's purchasing authority, this document must be retained in the solicitation file. If the procurement will be conducted by the Department of General Services (DGS), Procurement Division (PD), send with the requisition to the DGS-PD.

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### Section 1—DEPARTMENT INFORMATION

DEPARTMENT *(Includes Boards, Commissions, and Associations)*

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PROCUREMENT IDENTIFIER(S): *(e.g., Requisition Number, Estimated Amount, etc.)*

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### Section 2—DEPARTMENT CONTACT AND SOLICITATION INFORMATION

CONTACT NAME

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STREET ADDRESS

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MAILING ADDRESS *(if different from Street Address)*

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TELEPHONE (    )

FAX (    )

E-MAIL

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### Section 3—DVBE PROGRAM REQUIREMENTS AND/OR DVBE INCENTIVE WAIVER *(Check only one box in this section)*

The departments elect to:

- WAIVE the DVBE Program Requirements and INCLUDE the DVBE Incentive. Please ensure that:
  - The reason for waiving the DVBE Program Requirements is provided in Section 4a on this form.
  - This waiver is signed by the department's director or his/her designee in Section 5a on this form or other proof of exemption must be attached.
  - The solicitation will indicate that the DVBE Program Requirements have been waived, but that the DVBE incentive does apply.
- INCLUDE the DVBE Program Requirements and WAIVE the DVBE Incentive. Please ensure that:
  - The department is on the DGS-Office of Small Business and Disabled Veteran Business Enterprise Services' (OSDS) DVBE Incentive Exemption List. The date of the DVBE Exemption List is identified in Section 4b on this form.
  - The DVBE Incentive waiver is signed by the department's highest ranking executive or his/her designee in Section 5b on this form.
  - The solicitation will indicate that the DVBE Incentive has been waived, but that the DVBE Program Requirements do apply.
- WAIVE the DVBE Program Requirements and NOT INCLUDE the DVBE Incentive. Please ensure that:
  - The reason for waiving the DVBE Program Requirements is provided in Section 4a on this form.
  - This waiver is signed by the department's director or his/her designee in Section 5a on this form or other proof of exemption must be attached.
  - The solicitation will indicate that the DVBE Program Requirements have been waived and that the DVBE incentive does not apply.

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### Section 4—EXEMPTION EXPLANATION

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(a) DVBE PROGRAM REQUIREMENTS *(Explain the reason for excluding the DVBE Program Requirements for this solicitation)*

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(b) DVBE INCENTIVE

To waive the DVBE incentive, the department must be on the DGS-OSDS list of departments eligible for the incentive exemption found at this OSDS website: <http://www.documents.dgs.ca.gov/pd/smallbus/DVBEIncentiveExemptList.pdf>

If the department is eligible for the DVBE incentive exemption because it has met or exceeded its annual DVBE 3 percent participation goal 2 out of 3 previous years\* but is not on the list, please contact OSDS at (916) 375-4940.

Please identify the version of the list that verifies your department's eligibility for the DVBE incentive exemption. List dated: \_\_\_\_\_

\* *California Code of Regulations, Title 2, Division 2, Chapter 3, Subchapter 10.6, section 1896.99.100(a)*

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### Section 5—SIGNATURE APPROVAL *(Highest ranking executive or designee only)*

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(a) DVBE PROGRAM REQUIREMENTS

PRINTED NAME:

TITLE:

SIGNATURE:

DATE:

(b) DVBE INCENTIVE

PRINTED NAME:

TITLE:

SIGNATURE:

DATE:

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