COMMERCIALLY USEFUL FUNCTION (CUF)
EVALUATION AND DETERMINATION WORKSHEET

Note: Prior to completing this worksheet, read the instructions on the last page. CUF evaluation and determination is only for this supplier's portion of the contract. SB and DVBE certification is not CUF compliance. CUF must be evaluated for each contract prior to award.

CIRCLE THE SUPPLIER TYPE BEING EVALUATED	PRIME SUPPLIER			SUBCONTRACTING SUPPLIER		
CIRCLE THE CERTIFICATION TYPE	SB	MB	DVBE	SB/MB	DVBE	OSDS #
SUPPLIER NAME						
DOING BUSINESS AS (DBA) NAME						
EVALUATION DATE						
SOLICITATION NUMBER						
BRIEFLY DESCRIBE THE GOODS AND/OR SERVICES TO BE PERFORMED BY THE EVALUATED SUPPLIER						
EVALUATOR NAME PRINTED/SIGNATURE						
DIVISION/OFFICE						
IS THIS SUPPLIER CUF COMPLIANT? SELECT YOUR RESPONSE AFTER COMPLETING THE EVALUATION	☐ Yes			☐ No		

CUF statute (Government Code 14837 and Military and Veterans Code 999) requires that the contractor and subcontractor be responsible for the execution of a distinct element of the work. Examples include but are not limited to: some aspect of project management, IT hardware/software programming or product installation, printing services, public outreach or providing supplies/goods needed to carry out the contract work. The services or goods need to be directly associated with the scope of work.

	Yes	No
1. Is this Supplier responsible for execution of a distinct element of the contract? (Answer questions below; **and** check either "Yes" or "No.")		

a. What goods and/or services will this supplier provide in relation to the scope of work (e.g. Training, Transportation, Installation, Ordering, Delivery, etc.)?

b. If the goods/services the supplier is providing are described in the scope of work, then check Yes for #1.

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	Yes	No
2. On the Bidder Declaration form* (GSPD-05-105 or GSPD-05-106), does this supplier commit to its obligation to actually performing, managing, and/or supervising the work? (Check either "Yes" or "No.")		

	Yes	No
3. Are the goods/services listed in question #1 consistent with this supplier's normal business activities? Provide justification for your decision below (e.g. UNSPSC, certifications, resumes, licenses, educational degrees, website, marketing materials, past performance, etc.). (Justify; then check either "Yes" or "No.")		

Justification:

	Yes	No
4. With respect to question #1, does the Bidder Declaration form* (GSPD-05-105 or GSPD-05-106) indicate that this supplier will be responsible with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment? (Answer questions below; then check either "Yes" or "No.")		

a. If this is a service with no goods involved, then check Yes for question #4 and proceed to question #5. If goods are involved, proceed to b.

b. With regard to the distinct element described in question #1, does this supplier provide products, inventories, materials or supplies for the contract? If Yes, go to c.

c. Items 1-4 (and 5 if applicable), **all** must be done by this supplier. Failure to do so requires this supplier to be evaluated as non-compliant.
   1. Negotiating price
   2. Determining quality and quantity
   3. Ordering
   4. Making payment
   5. Installing (if applicable)

	Yes	No
5. Is this supplier not further subcontracting a portion of the work that is greater than normal industry practice? Refer to supplier's Bidder Declaration form*. (Answer questions below; then check either "Yes" or "No.")		

a. Is this supplier a Prime performing all of the work? (If yes, then check Yes for question #5 and proceed to Compliance Determination step. If no, proceed to question b.

b. Is this supplier subcontracting a portion of work that would not be normal for industry practices? What percentage of the goods or services will be subcontracted? (If yes, then check Yes for question #5. If no, then check No for question #5.)

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COMPLIANCE DETERMINATION

CUF compliance can only be met when all five (5) questions above are answered "Yes". A "No" response to any of these five (5) questions will result in a determination that this supplier is non-compliant with CUF and the bid may be rejected.

*Departments may use their own forms for bids for Non-IT Services.

INSTRUCTIONS FOR CUF EVALUATION AND DETERMINATION

Each supplier named in each bid must be separately evaluated for Commercially Useful Function if they are a certified Small Business or a Disabled Veteran Business Enterprise whether listed as a Prime Supplier or subcontractor.

- Answer all five (5) CUF Evaluation and Determination questions on a separate worksheet for each supplier and subcontractor identified in the Bidder Declaration form* (GSPD-05-105 or GSPD-05-106). Sub-questions are provided to assist the evaluator to identify CUF elements for each question. Please provide detailed responses to the sub-questions in the space provided on the worksheet. After completing the worksheet, please indicate whether or not the supplier meets CUF criteria by checking "Yes" or "No" in the box provided.
- Attach additional CUF evaluation documentation to this worksheet. This may include internet research, certifications, contractor-provided information, email correspondence or telephone notes.
- CUF evaluation information becomes part of the bid evaluation and must be included in the procurement files.
- As a courtesy, notify your department's SB/DVBE Advocate if the bidder receives a negative CUF evaluation. Forward all CUF documentation to the Advocate for additional review.
- If this supplier is needed to meet the minimum participation requirements and is not CUF compliant, the bidder will not be responsive.
- If you have difficulty determining CUF on any of the five criteria, contact your department's SB/DVBE Advocate for assistance.

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