Welcome!

- We’ll get started shortly.
- This webinar will be recorded.
- If you have questions along the way, please place them in the chat. Jim Hewlett will be monitoring the chat. You can also send him a direct message using the chat feature.
Agenda

- Introductions
- Background on Small Business First
- How To on Small Business First
- Questions/Comments
Introductions

- Tim Maguire, Assistant Vice Chancellor for Supply Chain Management & Chief Procurement Officer
- Mike Morgan, Director of Procurement
- Steven Kobayashi, Associate Director, Procurement and Business Contracts & Small Business Program Officer
Small Business First
The **UC Small Business First Program** (SBF):

- Is a UC Systemwide program, mandated by UCOP Policy BUS-43.
  - Became part of policy in June 2021; effective as of March 2021.
  - Aligned with the State of California Small Business Procurement Contract Act (GC sections 14835 through 14843) and Military and Veterans Code (M&VC) section 999 et seq.

- Helps UC reach the 25% Small Business Utilization goal set by former UC President Janet Napolitano.
Whenever possible, non-construction, UC contracts and procurements between $10,000 to $250,000 must be awarded to a certified Small Business.

All non-exempt requisitions must include informal quotes from Small Businesses.
Exempt Transactions

- Strategically sourced agreements
- Construction
- Concessions
- Interagency agreements
- Local/federal gov’t agreements
- Higher education institution agreements
- Medical and patient care

No Waiver Required

- Research sub-awards
- Revenue/reimbursement agreements
- Federally-funded purchases
- Sole source / unique professional services / emergency purchases*

*Documentation and Approval from Procurement is required
Certification

- Businesses must be certified in order to participate in the Small Business First program
  - Self-certification is not acceptable

- Accepted certifications:
  - Small Business (State of California/Federal Government)
  - Disabled Veteran Business Enterprise (State of California)
Preparing a Requisition

What you need to know to help us process your requisitions efficiently and without delay.
Is Transaction Subject to SBF?

Is the transaction $10,000 - $250,000?

- YES
- NO

Are federal funds being used?

- YES
- NO

Can an existing strategically-sourced agreement be used? ("existing" means at the time of the procurement request)

- YES
- NO

Does the transaction meet any other listed exemptions?

- YES
- NO

The transaction is subject to Small Business First.

The transaction is not required to comply with Small Business First.
Exempt Transactions

- Strategically sourced agreements
- Construction
- Concessions
- Interagency agreements
- Local/federal gov’t agreements
- Higher education institution agreements

- Research sub-awards
- Medical and patient care
- Revenue/reimbursement agreements
- Federally-funded purchases
- Sole source / unique professional services / emergency purchases*

If the transaction is exempt, add a note to your KFS Requisition or Purchase Agreement document in the Notes and Attachments section identifying why the purchase is not subject to the Small Business First program.

*Documentation and Approval from Procurement is required
Preparing a Requisition

When amount is for $10,000 to $99,999, attach to request:

- 1 quote from certified Small Business or certified DVBE
- That business’ Small Business certification

When amount is for $100,000 to $250,000, attach to request:

- 2 quotes from certified Small Businesses or 2 quotes from DVBEs
- Those two business’ Small Business/DVBE certification
Finding Small Businesses

- Search for small and diverse businesses in the Kuali Financial System
  - On the **Vendor Lookup** in KFS, use the **Supplier Diversity** drop-down field to retrieve the desired results.

- Search for Small Businesses using **Cal eProcure**

- Use supplier.io
  - Email: **FOA-UD-SSO-SmallBusiness@ou.ad3.ucdavis.edu** to request access
Finding Small Businesses

- (Coming Soon) Search the UC Davis Small and Diverse Supplier database
  - The database is a searchable spreadsheet of certified small and diverse suppliers
  - Please encourage any businesses you know to join the database by completing the UC Davis Small and Diverse Business Registration Form

- Refer to the Small and Diverse Chambers of Commerce directories when searching for a supplier
  
  Sacramento Asian Pacific Chamber of Commerce
  Sacramento Black Chamber of Commerce
  Sacramento Hispanic Chamber of Commerce
  Sacramento Rainbow Chamber of Commerce
  Davis Chamber of Commerce
  Sacramento Metropolitan Chamber of Commerce
Finding Small Businesses

- Items purchased on AggieBuy are exempt from Small Business First because they fall under Strategically-Sourced Agreements.
- However, there are many ways within AggieBuy for you to support small and diverse businesses.
Finding Small Businesses

- To look for small and diverse suppliers in AggieBuy:
  - On the AggieBuy main dashboard, under the Product Search section, click on the 3 dots above the search field. Then click on Suppliers under the Browse header.
  - On the AggieBuy Suppliers screen list, there are several indicators under the Preference column that indicate if the supplier is a certified small or diverse business.
Finding Small Businesses

- While shopping Amazon in AggieBuy, narrow product searches to one or more small and diverse business types by selecting them from the left menu. These items will then appear in your search results, with the Organization Preferred designation.
Finding Certifications

- In the Notes and Attachments section of the KFS document, electronically upload documentation indicating that the business is a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE).

- You can find certifications using: the State of California Cal-eProcure website, sam.gov, or by requesting access to supplier.io at FOA-UD-SSO-SmallBusiness@ou.ad3.ucdavis.edu

- Each allows you to search by business name, certifications, commodities, etc.

- Once you’ve found the business, select it and print the certification or a screenshot indicating that the business is certified.

- Attach the printed screen certification(s) to your KFS document.
Requesting a Waiver

- There are certain situations, requiring extensive documentation, under which a department may request a waiver.

- The 3-page waiver can be found on the UC Procurement website [here](#) after reading the waiver [instructions](#).

- As the Delegated Exception Authority for UC Davis, our Chief Procurement Officer will be reviewing and approving/disapproving all waiver requests.
More information

- Visit the UCOP Small Business First website.
- Visit our Purchasing Compliance with Small Business First website for how-to information.
- Searching for Small and Diverse Suppliers LMS training.
- Questions about Small Business First? Email us.
- Steven Kobayashi, Associate Director of Procurement and Business Contracts, is the UC Davis Small Business First Program Officer. He can be reached at stkobayashi@ucdavis.edu or 530-754-1372.
Questions? Comments