

## SMALLBUSINESSFIRSTWAIVER

For non-Federally funded purchases  $\geq$ \$10,000 and  $\leq$ \$250,000

**Small Business First Policy:** [UC Policy BUS-43](#) requires that all non-construction and non-federally funded purchases between  $\geq$ \$10,000 and  $\leq$ \$250,000 annually (excluding tax but including shipping) that cannot be procured via an existing strategically sourced agreement, must be awarded to a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE), wherever practicable.

**Before using this Waiver:** the purchasing department should [use these SB/DVBE search platforms](#) and/or contact their location's [Supplier Diversity Coordinator](#) or Procurement/Supply Chain Management team for help in finding an SB/DVBE. Where possible, purchases should be made through [existing strategically sourced agreements](#) which are not required to go through the SB1st program.

**Waiver Exemptions.** These purchases and/or agreement types are exempt from the Small Business First policy and **do not** require a waiver: purchases from existing strategically sourced or competitively bid agreements, sole source, design/construction, true emergencies, federal funds, interagency, local government, research sub-awards, higher education institution, concessions/revenue/reimbursement, and medical and patient care.

**Waiver Requirements.** This entire Waiver must be completed by the responsible requesting party prior to submission for approval. (Refer to [SB1st Waiver Completion Instructions](#) for detailed help.) The SB1st Waiver must be approved by the Procurement Policy Exception Authority (or designee) at your location before making a purchase or contracting with a company that is not an SB/DVBE. (NOTE: non-Federally funded awards to SB/DVBEs valued over \$100,000 must also be reported using the [Source Selection & Price Reasonableness form](#).)

A. **Requisition #:** \_\_\_\_\_ **Dollar Amount:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Supplier:** \_\_\_\_\_

B. **Reason for Waiver Request** (Choose one and provide more detail in Justification Narrative below)

- Insufficient number of SB/DVBE suppliers identified or unable to obtain enough valid quotes
- Unable to meet specifications
- Supplier declined to become a certified SB or DVBE
- Other

C. **Justification Narrative** (REQUIRED). Detail in the field below the unique circumstances and/or specifications that support your selection in Section B above. This narrative must clearly state why awarding to a non-SB/DVBE is the **only** means of meeting the requirements for the Scope of Work. (NOTE: Pre-work with the selected supplier to customize the equipment or service, thereby excluding competition, is not an allowable justification.)

**D. Attach Relevant Documentation.** Please attach any relevant documentation to support this waiver.  
*(Documentation examples: failed solicitations; correspondence from the manufacturer, supplier, program; documentation of Small Business Officer assistance; documentation of supplier search/bidders list; past procurement data search or previous contract information; or evidence of SB/DVBE recruitment efforts.)*

**E. REPRESENTATION**

By signing below, I hereby certify the foregoing is true and correct to the best of my knowledge.

Dept. Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Responsible Party Name: \_\_\_\_\_ Email: \_\_\_\_\_

Dept. Responsible Party Title: \_\_\_\_\_

**F. WAIVER APPROVAL**

Policy Exception Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Exception Authority Name: \_\_\_\_\_ Email: \_\_\_\_\_

Policy Exception Authority Title: \_\_\_\_\_