



# UCSB SMALL BUSINESS FIRST WAIVER

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 [Jen Bowser](#), UCSB Small Business Officer 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 subawards, 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: \_\_\_\_\_  
Campus Department: \_\_\_\_\_ Requested Vendor: \_\_\_\_\_

B. Reason for Waiver Request (choose one).

- Insufficient # 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, as specified in justification

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 any relevant documentation to support this Waiver, either to this Form or in Gateway.

*(Documentation examples include: 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.)*