



UCSB SMALL BUSINESS FIRST WAIVER

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

[UC policy BUS-43](#) requires that all non-construction and non-federally funded purchases valued between $\geq \$10,000$ and $\leq \$250,000$ annually (excluding tax, but including shipping) be awarded to a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE).

This Waiver must be completed by the requesting Department for all applicable orders to substantiate the appropriateness of awarding to a **non-SB/DVBE**. For additional Waiver Guidance, click [here](#).

Waiver Exemptions. The following purchase and/or agreement types are [exempt](#) from the *Small Business First* policy and **do not** require a Waiver: sole sources, purchases using existing strategically sourced or competitively bid agreements, design/construction, true emergencies, federal funds, interagency contracts, local government contract, research sub-awards, higher education institutions, concessions/revenue/reimbursement contracts, and medical and patient care.

A. Requisition #: _____ Dollar Amount: _____
Campus Department: _____ Requested Vendor: _____

B. Reason for Waiver Request (choose one).

- ☐ Insufficient # of SB/DVBE suppliers identified
- ☐ Quality of material or service is substandard
- ☐ Supplier declined to become a certified SB or DVBE
- ☐ Other, as specified in justification

C. Justification Narrative (REQUIRED). Detail below the unique circumstances and/or specifications that support your selection in B above. This narrative must clearly state why awarding to a non-SB/DVBE is the **only** means of meeting the requirements of 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.)