



**UC Small Business First Program
UC Merced Campus Purchasing Process**

This program **does not** apply to transactions funded in whole or in part by federal funds

1. Overview

The Small Business First (SBF) Program is a 'set-aside' program that provides contracting and procurement opportunities for certified Small Businesses (SB) using an informal solicitation process rather than formal bidding.

All UC contracts and procurements **between \$10,000 to \$250,000** must be awarded to a SB, wherever practicable. Review the transactions types that are [exempt from the SBF Program](#) (*no waiver required*).

2. Requirements

If the transaction is subject to the SBF Program, the following is required:

A. Transactions below \$100,000 (annually):

- One quote from a certified small business or refer to section 3. Waiver

B. Transactions \$100,000 - \$250,000 (annually):

- Two or more quotes from a certified small business or refer to Section 3. Waiver
- If the higher quote is selected, a justification is required
- [Source Selection Price Reasonableness Form \(SSPR\) Form](#)

C. All Transactions:

- Documentation verifying that the supplier is a small business (i.e. screen print)
Refer to the [sample list of acceptable certifications](#) for this program.
- All other required documentation based on the type of transaction

3. Waivers

A waiver may only be submitted for a transaction that is subject to the SBF Program in the event that:

- At least two (2) certified SBs are not available (\$100,000 & over);
- Business needs that dictate requirements that cannot be met by a certified SB; or
- Similar situation

Waiver Process:

- A. A completed and signed [waiver form](#) must be attached to the requisition with the required supporting documents for Campus Purchasing approval.
- B. Waivers may only be approved by UCLA Campus Purchasing Senior Buyers, Commodity Managers and Management.
- C. Prior to approving a waiver, confirm the goods and/or services cannot be provided by a strategically-sourced agreement.

Resources:

1. [UCOP Frequently Asked Questions](#)
2. [SBF Program Waiver Instructions](#)