

Small Business (SB) & Disabled Veteran Business Enterprise (DVBE)

Participation & Procurement at CSUCI

California State University Channel Islands (CSUCI) supports participation by Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE) in accordance with California law and CSU policy.

Encouraging participation from these businesses helps strengthen competition, support economic inclusion, and assist CSUCI in meeting statewide participation goals.

CSUCI Annual Participation Goals

CSUCI participates in statewide reporting requirements that establish the following annual goals:

- 25% Small Business (SB) participation
- 3% Disabled Veteran Business Enterprise (DVBE) participation

These percentages apply to the campus's overall annual eligible spend, not to individual contracts.

Departments are encouraged to identify and consider SB and DVBE vendors whenever feasible to help support achievement of these goals.

SB/DVBE Option (Procurements Under \$250,000)

CSUCI may use the SB/DVBE Option for eligible procurements under \$250,000.

This option allows the University to award a contract to a certified Small Business or DVBE vendor without conducting a full formal solicitation, provided the required quotation procedures are followed.

General requirements include:

- Obtain price quotations from at least two certified SB or DVBE vendors when available
- Award must be made at a price determined to be fair and reasonable
- Vendor certification must be active with the State of California at the time of award
- Procurement & Contract Services (PCS) must review and approve use of the SB/DVBE Option

The SB/DVBE Option helps CSUCI expand opportunities for certified vendors while maintaining compliance with CSU procurement policy.

When SB/DVBE Participation May Apply

SB/DVBE participation may be relevant in several procurement situations, including:

- Informal competitions
- Formal solicitations
- Use of the SB/DVBE Option
- Campus reporting of annual procurement activity

Even when competition is not required due to dollar thresholds, departments are encouraged to consider SB and DVBE vendors whenever feasible.

Vendor Certification Requirements

To qualify toward CSUCI participation goals:

- Vendors must be certified by the California Department of General Services (DGS) as a Small Business and/or DVBE
- Certification must be active at the time of award
- Self-identification alone does not qualify

Certification status can be verified through the California Department of General Services certification database.

Department Responsibilities

Departments should:

- Consider SB and DVBE vendors early in the planning process
- Conduct basic market research to identify certified vendors
- Coordinate with PCS when pursuing SB/DVBE vendors

Early planning increases the likelihood of successfully utilizing SB and DVBE vendors.

Important Clarifications

- The 25% SB and 3% DVBE goals are campus-wide annual targets, not required percentages for each individual contract
 - The SB/DVBE Option is limited to procurements under \$250,000
 - All procurements must still comply with CSU competition thresholds and approval requirements
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Need Assistance?

If you would like help identifying SB or DVBE vendors or determining whether the SB/DVBE Option applies to your purchase, contact Procurement & Contract Services.

purchasing@csuci.edu

Early engagement helps ensure compliance and supports CSUCI's participation goals.