



COME IN
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OPEN

Small Business **First**

UC PROCUREMENT: PROGRAM OVERVIEW | WEBINAR

Today's Speakers



UC Procurement – Systemwide

William (Bill) Cooper – AVP & Chief Procurement Officer



UCSF Anchor Institution Initiative

Paul Jenny – SVC, Finance & Administration, UCSF



Small Business First Program:

Stephanie Lopez – UC Procurement Special Programs Manager



UCSD Small Business Office:

Anthony Singleton – Chief Small Business Officer, UCSD



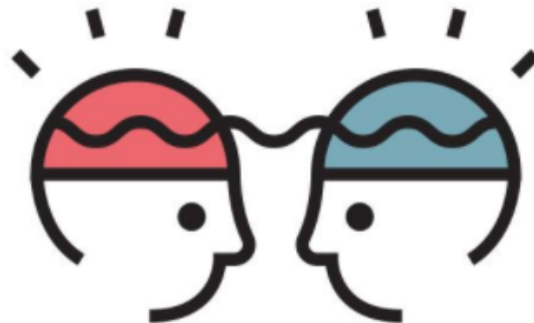
Webinar Agenda

- Understanding UC's role in supporting Small Business
- UCSF Anchor Institution Initiative
- Small Business First Program Overview
- UCSD Small Business First Implementation
- Questions & Answer
- Resources



Purpose of this webinar

- Create common and foundational understanding of **Small Business First** program
- High-level review, not specific implementation instructions
- Campuses will implement this program in individual ways
- Specific situational questions should be addressed to campus Procurement leaders



Why support small businesses?

Small Businesses play significant role in our economy:

- 99.8% of California businesses are small
- Employ 48.8 % of California's private workforce
- For every \$100 spent at SB, \$68 stays in California
- Buying from small & diverse businesses creates and sustains jobs
- Strengthens our overall economy



Why is UC doing Small Business First?

- UC procures billions of goods and services annually
- Leverage UC's vast purchasing power
- Provide opportunity and access to businesses that face systemic barriers
- Help small businesses that have been decimated due to pandemic



UC can make a difference...



UCSF: Anchor Institution Initiative

Place-based, mission-driven entities (like hospitals or universities) that leverage their economic power, and human and intellectual resources to improve the long-term health and social welfare of their communities.



What is the Small Business First program?

UC commits to providing contracting and procurement opportunities to:

- **Certified Small Businesses (SB)** – which may include DBEs, WOSBs, HUBZone, VOSBs, etc.
- **Microbusinesses (MB)**
- **Disabled Veteran Business Enterprises (DVBE)**



What are benefits of Small Business First?

Increased Time & Cost Savings – fast, easy, flexible, convenient:

- No advertising
- Only 1 or 2 bids needed
- Potential 1-day awards
- No protest



Ease of Implementation:

- Cal eProcure system
- Many certifications accepted
- Search and training resources readily available

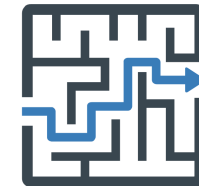


What are benefits of Small Business First?

Supports UC mission and goals:



- Helps campuses reach Economically & Socially Responsible spend goals
- Increases UC engagement with small businesses, incentivizes business to get certified
- Encourages use of strategically-sourced contracts
- Targeted programs help mitigate small business challenges



What are the program details?

Kicking off Sept 1, 2020, with full compliance required by March 1, 2021:

- Wherever practicable, UC contracts and procurements between **\$10,000 - \$250,000** must be awarded to a SB/MB or DVBE

Informal solicitation process requires only:

- One (1) quote for purchases below \$100,000
- Two (2) quotes for purchases above \$100,000



What are SB First program qualifiers?

- Only one (1) quote needed for procurements below \$100,000.
- Above \$100,000 to \$250,000, must have at least two (2) quotes.
- Only one (1) responsive/responsible bid is needed to award.
- If none are received, can request bids from any size business via normal process (depending on value of opportunity).
- Small Businesses responding to bids must perform a Commercially Useful Function (CUF) on contract.



How do I find qualified Small Businesses?

Small Businesses can be found via these methods:

- [Explorer Professional](#) – supplier.io search database
- [Cal eProcure](#) – State of CA supplier search database
- [Small Business Officer/Supplier Diversity Coordinator](#) – working with this resource at your campus



What purchases does this apply to?

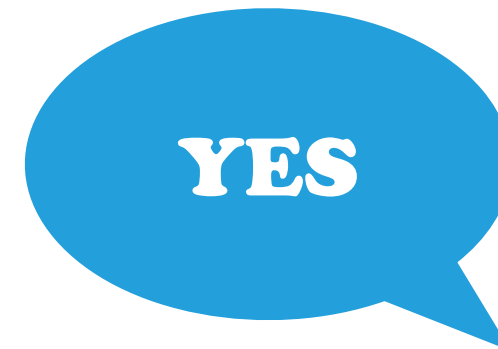
DOES NOT APPLY:

- Purchase/agreement types in exempted categories
- Purchases through **existing** strategically sourced agreements
- Sole source, unique professional services, and emergency purchases



DOES APPLY:

- Purchases in set threshold range, wherever practicable
- Purchases identified through Decision Tree tool (*coming soon*)



What are the Exemptions?

Exempt categories (no waiver required):

- Purchases that are sole sourced, unique professional services, and emergency purchases
- Purchases through an existing strategically-sourced agreement
- Design and construction
- Revenue/reimbursement contracts
- Federal govt / local govt / inter-agency agreements
- Research sub-awards
- Higher education institution agreements
- Concessions
- Statutorily-exempt, policy exempt, emergency, proprietary, local assistance/subvention
- Federally-funded purchases



When should I use a Waiver?

Small Business First Waivers:

- Categories where at least two (2) SB/MB/DVBE are not available
- UC business needs dictate that SB/MB/DVBE cannot meet requirements

Work with your campus on the waiver process

If procurement must be made from non-Small Business and it doesn't qualify under policy exemptions, a waiver must be submitted and approved by the appropriate 'policy exception authority' (determined by campus).

Waivers and campus reporting will be reviewed on a periodic schedule.



Who will approve Waivers?

Each campus will determine the most appropriate approval process.

- Waivers must be approved by the appropriate ‘policy exception authority’ (or their designee), to be determined by each campus.
- This will be part of the processes campuses must develop by March

—Program development team (UCOP + campus representatives) is working on developing some recommended best practices



What does full compliance mean?

Initially, full compliance will focus on process development.

- Campuses will implement a clear process that ensures:
 - All applicable purchases are going through this program
 - Standard checks – procurement & other buyers
 - Appropriate use of waivers
 - Proper application of exemptions



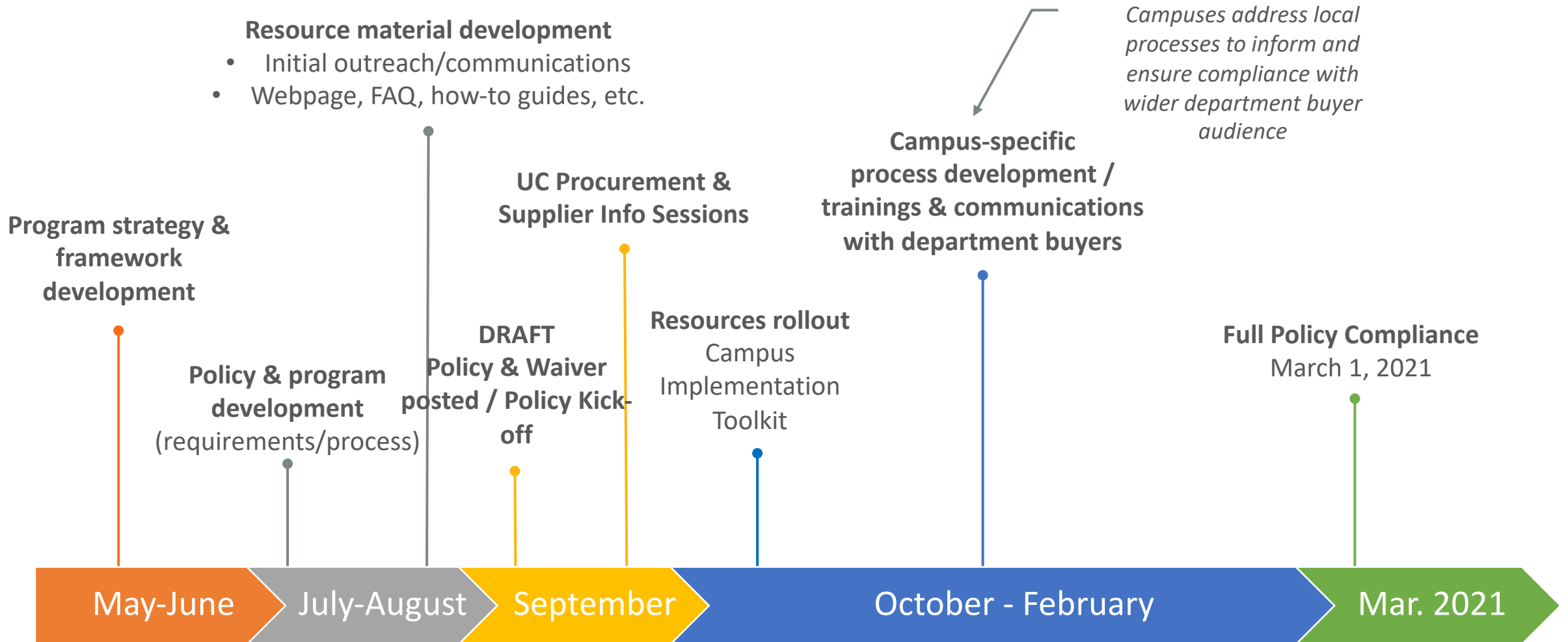
What should campuses do to start?

Recommendations based on initial discussions with campuses:

- Conduct analysis of purchases in range of \$10,000 - \$250,000
 - Filter out strategically-sourced purchases & sole-sourced purchases
 - Filter out federally-funded purchases
 - Note self-identified and certified small business suppliers
 - Remainder provides close estimate of impacted purchases
- Begin applying the policy as you can to new purchases
- Educate campus department buyers
- Inform suppliers



Implementation Overview



UC San Diego: Small Business Office

Placeholder for presentation by Anthony Singleton

Question & Answer



Small Business First Resources

Online Resources

- Small Business First webpage:
<https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/index.html>



Supplier Diversity Coordinators

- <https://www.ucop.edu/procurement-services/for-suppliers/supplierdiversity/supplier-diversity-coordinators.pdf>



Best Practice Brainstorms

Small Business First – initial thoughts:

- Tweaking Implementation Toolkit (to be provided by UCOP) for your campus
- Active collaboration with campus Small Business Offices
- Developing SMEs as liaisons for campus stakeholders
- Regional collaborations (shared supplier lists, fairs, trainings)
- Leveraging CA state resources and training (organizing collaborations with DGS)



We appreciate your ideas and input on these items!