



Small Business First Access Guide

With the Small Business First (SB1st) program, the University of California and UCSC are committed to providing procurement opportunities with certified Small Businesses (SBs), Microbusinesses (MBs), Disabled Veteran Business Enterprises (DVBEs), and other economically and socially responsible businesses. This program helps UC invest in and enrich our local communities while furthering our sustainability goals and mission of teaching, research and public service.

- Understand how the UC procurement process works
- Ensure small, diverse, and local businesses can meet the UC Small Business First requirements
- Ensure small, local, and diverse businesses are certified

For Small Businesses, Microbusinesses, and Disabled Veteran Businesses

The SB1st program offers specific streamlined procurement opportunities to registered Small Businesses, Microbusinesses, and Disabled Veteran Business Enterprises. When working with UCSC, be sure to discuss where your business is certified. We also encourage suppliers to identify other categories (woman-owned, minority-owned, disadvantaged, LGBTQ, etc.) to which they belong as we track these for reporting purposes and celebrate UCSC's diversity achievements! .

Next step... Get Certified!

1. [Get certified as an SB/DVBE by the State of California – it's easy and free, and offers multiple benefits!](https://caleprocure.ca.gov/pages/sbdvbe-index.aspx) <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
2. [Register/create a supplier profile in SupplierOne](https://supplierone.co/) – Supplier search platform that will identify you as a small/DVBE/diverse business to UC buyers <https://supplierone.co/>
3. [Register/create a Supplier Profile in CalUsource](https://calusource.net/how-to-do-business/) – UC's eSourcing and public bid site allows you to participate in bid events across the UC system (to compete for contracts above \$250,000) <https://calusource.net/how-to-do-business/>

Then more info... Get Familiar with UC practices!

4. [Familiarize yourself with UC's Terms & Conditions \(pdf\)](https://www.ucop.edu/procurement-services/policies-forms/index.html) <https://www.ucop.edu/procurement-services/policies-forms/index.html>
5. [Check out UC's Small Business Vendor/Contractor Insurance option](https://ucop.campusconnexionsuc.com/other-constituents/vendors-and-contractors/vendor-liability.html) <https://ucop.campusconnexionsuc.com/other-constituents/vendors-and-contractors/vendor-liability.html>
6. [Visit UC's Supplier Diversity webpage to access more small & diverse business resources](https://www.ucop.edu/procurement-services/for-suppliers/supplier-diversity.html) <https://www.ucop.edu/procurement-services/for-suppliers/supplier-diversity.html>

Want more information?

SB1st is not for every type of purchase. You can learn more at UCOP's Small Business First website: Certified Small Businesses (SBs) and/or Disabled Veteran Business Enterprises (DVBEs). [UC Office of the President Small Business First](https://procurement.ucop.edu/about-us/programs/small-business-first-program-uc-suppliers)
<https://procurement.ucop.edu/about-us/programs/small-business-first-program-uc-suppliers>

Common Accepted Certifying Agencies & Certifications

[Women's Business Enterprise National Council \(WBENC\)](https://www.wbenc.org/certification/wosb-certification/) - Women Owned Small Business (WOSB) <https://www.wbenc.org/certification/wosb-certification/>

[National Minority Supplier Development Council](https://nmsdc.org/certifications/certification-process/) - Certification for Minority-owned businesses, along with business development resources. <https://nmsdc.org/certifications/certification-process/>

[National Veteran Owned Business Association](https://www.navoba.org/) - Providing a direct link for contracting between corporate America and Certified veteran Owned Businesses (VBE) and Certified Service-Disabled Veteran's Business Enterprises (SDVBE.) <https://www.navoba.org/>

[Disability:IN](https://disabilityin.org/) - We empower businesses to achieve disability inclusion and equality. <https://disabilityin.org/>

[National LGBT Chamber of Commerce](https://nglcc.org/) - The business voice of the LGBTQ community. <https://nglcc.org/>

[U.S. Small Business Administration](https://certify.sba.gov/) - The official federal government (SBA) small business certifications are 8(a), WOSB, and HUBZone. <https://certify.sba.gov/>

[State of California](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise) – Free certification as a Small Business, Micro-business and/or Disabled Veteran Business Enterprise, with additional identifications as women-, minority-, or LGBTQ-owned businesses. <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

[California Public Utilities Commission \(CPUC\)](https://sch.thesupplierclearinghouse.com/) – Under the auspices of CPUC, the Supplier Clearinghouse provides free certification for women-, minority-, LGBTQ-, persons with disabilities-, and disabled veteran-owned businesses. The Supplier Clearinghouse publishes a directory of these certified businesses for use by participating utility companies and the public. <https://sch.thesupplierclearinghouse.com/>

Working together, we can help each other thrive!

[UCSC Small Business First Page](https://financial.ucsc.edu/Pages/PS_Small_Business_First.aspx)

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Contact Josh Martin, UCSC Procurement Relationship Coordinator

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