



**Department of General Services
Procurement Division**

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Broadcast Date: January 31, 2006

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

**RE: California Disabled Veteran Business Enterprise (DVBE) Program
Requirement Packet and Commercially Useful Function Requirements**

This broadcast contains the requirements and processes for departments with approved non-IT and/or IT purchasing authority(ies) to use in determining if a small business (SB), Microbusiness (MB) and Disabled Veteran Business Enterprises (DVBE) business is performing a commercially useful function (CUF) in accordance with Management Memo 05-03. Departments shall implement these requirements in new competitive solicitations and/or request for offers released on or after March 1, 2006.

These changes, including new and/or revised solicitation language and forms as identified become effective with the release of new competitive solicitations and/or request for offers as applicable to the purchasing activities being conducted under a department's approved purchasing authority(ies). Consequently, those competitive solicitations and/or request for offers currently in progress by departments with approved purchasing authority(ies) will not be impacted by the release of this broadcast.

New and revised forms and solicitation language along with links with descriptions on the use of each are provided below:

1. California (CA) Disabled Veteran Business Enterprise (DVBE) Program Requirements document including form STD.840 Documentation of Disabled Veteran Business Enterprise Program Requirements.

- [Click](#) here to access the CA DVBE Program Requirements document.
- [Click](#) here to access the narrative on the use and the evaluation procedure of the CA DVBE Program Requirements document in competitive solicitations.

Note: The CA DVBE Program Requirements document as provided herein is the only acceptable form to be used by departments with purchasing authority(ies) when including the DVBE participation program requirement in competitive solicitations.

2. Disabled Veteran Business Enterprise Declarations (STD.843)

- [Click](#) here to access the DVBE Declarations document.
- [Click](#) here to access the narrative on the use of the form STD.843.

Note: The DVBE Declarations (STD.843) form will be used in all purchasing activities as applicable and as described in the narrative above.

3. Bidder Declaration form – Written / Verbal (GSPD 05-105 / GSPD 05-106 respectively)

- [Click](#) here to access the Bidder Declaration (GSPD-05-105 Written).
- [Click](#) here to access the Bidder Declaration (GSPD-05-106 Verbal).
- [Click](#) here to access the bidder declaration forms language to be use incompetent solicitations and request for offers. For those departments using the Purchasing Information Network (PIN) this language is identified as Phrase 307.
- [Click](#) here to access the narrative on the use and evaluation procedure of the Bidder Declaration form.

Note: The Bidder Declaration form will be used in all purchasing activities as applicable and as described in the narrative above.

4. CUF use and evaluation requirements:

- [Click](#) here to access the narrative on the use and evaluation procedure for CUF compliance.

5. Revisions to language used in solicitations and/or request for offers to coincide with changes in requirements:

- [Click](#) here to access the language that has been revised for use in competitive solicitations and/or request for offers as applicable.

Note: All impacted solicitation templates as provided in SCM, Vol. 2, Chapter 4 have been updated to include these changes. Those departments using the PIN system refer to the PIN text numbers as identified.

- [Click](#) here to access the SCM, Vol. 2 PAM, Chapter 4

If you have questions regarding purchasing authority requirements related to this broadcast

Contact DGS/PD's Purchasing Authority Management Section at:

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