

SB/DVBE Buying Guide

Welcome to the SB/DVBE Buying Guide! This guide will help you find a SB or DVBE for your procurement. Follow the series of questions and prompts to find out how best to find a SB or DVBE. Use the Next, Yes, No, and Back buttons to move through the guide.

Does your department have a SB/DVBE First policy?

Congratulations! That is great your department has a SB/DVBE First Policy. A SB/DVBE First policy supports your department's contracting goals and helps to support SB/DVBEs. Next is a series of questions to help you select a SB or DVBE for your procurement.

Is your procurement between \$5,000.00 and \$250,000.00? (or up to \$291,000 for public works)

The SB/DVBE Option is the best method for your procurement! This option requires you acquire quotes from two SBs or two DVBEs to make the procurement. Have you reached out to SBs and/or DVBEs that match the United Nations Standard Product & Service Codes (UNSPSC) and Keywords on the solicitation through Cal eProcure?

Do you have at least two quotes from two SBs or two DVBEs?

Congratulations! You have successfully found a SB/DVBE for your procurement!

Supporting SB/DVBEs helps your department and the state to meet participation numbers, and provides numerous benefits to the state of California and its residents.

That's okay! Explore these resources to find a SB or DVBE.

[Best Practices Library](#)

[Master Service Agreements](#)

[California Multiple Award Schedules](#)

Talk to your department [Advocate](#)

Did you find a SB or DVBE?

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That's okay! Contact the Outreach Team directly at Advocate@dgs.ca.gov for personal assistance. The Outreach team will help you find a SB/DVBE.

Did you find a SB or DVBE?

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Thank you for trying to find a SB/DVBE. Although you were unable to find a SB/DVBE, please refer to the [State Contracting Manual](#) for further guidance in your procurement.

Thank you for your efforts trying to find a SB/DVBE for your procurement. Please contact the SB/DVBE Outreach Team at advocate@dgs.ca.gov to let them know you were unable to find a SB/DVBE. This helps the Outreach Team in their efforts to recruit more SBs and DVBEs.

Please continue to seek out SB/DVBEs for your procurements. Supporting SB/DVBEs helps your department and the state meet participation numbers, and provides numerous benefits to the State of California and its residents.

Follow these steps to locate a SB/DVBE on Cal eProcure.

1. Go to www.caleprocure.ca.gov
2. Click "Quicklinks" at the top
3. Click "Find certified SB/DVBE"
4. Fill out the fields to search for a SB/DVBE

When you are finished, click "Next."

Use what you learned from your tutorial and go to [Cal eProcure](#) to search for SBs and DVBEs. When you are finished searching, click “Next.”

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The SB/DVBE Option is not fitting for your procurement, but you can still contract with a SB/DVBE. Is your procurement under \$5,000.00 or above \$250,000.00 (or \$291,000.00 for public works)?

You will most likely use the Fair and Reasonable procurement method. You should still use a SB/DVBE. Have you reached out to SBs and/or DVBEs that match the United Nations Standard Product & Services Codes (UNSPSC) on the solicitation through Cal eProcure?

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Even though your procurement is above \$250,000.00 still try and find a SB/DVBE.

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A SB/DVBE First policy is an administrative policy departments develop to support procurement with SBs and DVBEs. Consider implementing a SB/DVBE First policy. Look at SB/DVBE First policies of other departments [here](#).

Next is a series of questions to help you select a SB or DVBE for your procurement.

A SB/DVBE First policy is an administrative policy departments develop to support procurement with SBs and DVBEs. Check [here](#) to see if your department has a SB/DVBE first policy. If not, consider implementing a SB/DVBE First policy.

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