



**Department of General Services**

**Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
SB/DVBE Advocates**

**RE: Recommended Practices to Avoid Small Business (SB) and  
Disabled Veteran Business Enterprise (DVBE) Program Abuse**

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The Department of General Services (DGS) is pleased to announce updated information added to its website designed to aid departments in avoiding SB/DVBE program abuse cases.

The website now includes a *Program Guide* which contains important information regarding SB/DVBE program abuse. The section currently includes information on recommended practices, program violations and sanctions, commercially useful function (CUF), as well as DVBE substitution requirements and procedures.

New content will be added periodically.

The *Program Guide* is available at the following link:

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Complaint-to-OSDS>

If you have any questions, please contact:

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