



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: March 1, 2006

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

RE: Disabled Veteran Business Enterprise (DVBE) Incentive Requirements

This broadcast contains the requirements for departments with approved non-IT and/or IT purchasing authority(ies) to use in applying an incentive for DVBE participation in State contracts pursuant to Senate Bill 115 chaptered October 3, 2005 and the Military and Veterans Code section 999.5(a). Departments shall implement these requirements into department purchasing practices, no later June 1, 2006. This includes revising any departmental policies and procedures in support of the departments' purchasing authority(ies).

These changes, including revised California (CA) Disabled Veteran Business Enterprise (DVBE) program requirements package dated 12/30/2005 becomes effective with the release of new competitive solicitations as applicable to the purchasing activities being conducted under a department's approved purchasing authority(ies). As a result, those competitive solicitations currently in progress by departments with approved purchasing authority(ies) will not be impacted by the release of this broadcast.

Revised forms along with links with description and examples on the use of the DVBE incentive are provided below:

1. DVBE Incentive use and evaluation requirements. [Click](#) here to access the narrative on the use and evaluation requirements for applying the DVBE incentive in competitive solicitations.
2. CA DVBE Program Requirements package – Revision date 12/30/2005. [Click](#) here to access the CA DVBE Program Requirements package.
3. Procurement Summary (GSPD-300) – Revision date 12/29/05. Click here to access the Procurement Summary document. [Word PDF](#)
4. Participation Worksheet – Revision date 12/30/05. [Click](#) here to access the Participation Worksheet document.
5. Participation Worksheet Instructions – Revision date 12/2005. [Click](#) here to access the instructions for completing the Participation Worksheet.

NOTE: Use of the Procurement Summary and the Participation Worksheet as established by DGS/PD is not required. However, the same degree of detail must be included in any forms developed by the department to support the purchase and must be included in the individual procurement files.

6. Solicitation templates in SCM, Vol. II (PAM), Chapter 4. [Click](#) here to access Chapter 4.

If you have questions regarding purchasing authority requirements related to this broadcast, contact DGS/PD's Purchasing Authority Management Section at:

pams@dgs.ca.gov