

UCSB



Vendor Guide

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Welcome to UC Santa Barbara

UCSB's mission is defined in the context of the unique stature of the University of California and the place of the Santa Barbara campus within this system. Our responsibilities include provision of high-quality education to undergraduate and graduate students, innovation through the advancement of fundamental and applied research programs, creative activities and scholarship, and provision of service to the state as well as the nation and world that we share. In each of these three areas, our mission is to fulfill these responsibilities with the highest possible level of excellence in a manner that emphasizes the special abilities associated with our campus through its faculty, students, facilities and geographic location.

UCSB is part of the ten campus University of California system, and is one of only 62 institutions elected to membership in the prestigious Association of American Universities. In addition to three winners of Nobel Prizes, UCSB's faculty includes many elected members or fellows of the American Academy of Arts and Sciences (24), the National Academy of Sciences (22), the National Academy of Engineering (24), and the American Association for the Advancement of Science (38).

More than 200 majors, degrees, and credentials are offered through UCSB's five schools and the Graduate Division.

Facts about UCSB Purchasing



The purpose of UCSB's Purchasing Department is to ensure that the procurement of goods and services on behalf of the University is in accordance with the procedures set forth by the Regents of the University of California, the Office of the President, and the applicable laws of the State of California. We also ensure that requirements for competition have been met in all business transactions, negotiations have been conducted according to established policies, and no conduct of compromise to the public trust is present. We recognize the important services rendered by our suppliers in helping us fulfill requirements in an economical and efficient manner. The supplier is our link with technology and is very valuable to us. We distribute this guide to assist vendors in serving our campus more effectively.

All goods and services procured by the University are accomplished via the purchase order; there are three vehicles through which orders can be made: the low value purchase order, a high value purchase order or the PCard.

UCSB Purchasing is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal and University holidays. We encourage suppliers to make appointments during business hours. Our office is located at this off-campus address:

UCSB Purchasing Department
 6950 Hollister Avenue, Suite 100
 Goleta, CA 93117-5824
 (805) 893-8025 phone
 (805) 893-8639 fax
<http://www.busserv.ucsb.edu/purchasing/purchasing.htm>

Purchasing Objectives and Responsibilities

Our goal is to acquire (buy, lease, rent, or lease-purchase) those items UCSB departments need at the lowest cost consistent with quality and time considerations. Specifically, Purchasing:

- establishes competition wherever practicable including assisting in the development of procurement specifications, soliciting and processing requests for quotations, conducting negotiations for price, terms and conditions, and

- where necessary, conferring with University Counsel for advise and resolution of matters;
- ensures that requirements for competition have been met, any negotiations have been conducted according to established guidelines, and prices to be paid are reasonable in each particular circumstance;
 - establishes annual price agreements and contracts in accordance with sound procurement practices. Such contracts and agreements include participation in UC-wide Strategic Sourcing Agreements, campus local agreements, specialty contracts and consortium agreements;
 - maintains suitable sources of supply by facilitating supplier outreach for campus requirements and ensuring equal opportunity in University business contracting;
 - assumes a proactive role with campus customers to assure the effective management and delivery of quality and expert procurement services;
 - administers and maintains purchase records for federal, state and internal procurement audits; and
 - designs, maintains and trains effective procurement processes for use by campus customers.

Marketing your Goods and Services

Good marketing strategies are largely dependent upon reaching the right people in an organization. It is therefore important to understand how the target organization is structured. UCSB purchasing consists of an office located off-campus at 6950 Hollister Avenue, Suite 100 in Goleta. The professional buyers in Purchasing assist department staff, faculty and researchers with their equipment and materials purchasing. To assist you in contacting the buyer who is responsible for the product or service you sell, a list of our professional buyers and their phone numbers is provided on our web site:

http://www.busserv.ucsb.edu/purchasing/goods_services/buyercommoditylisting.htm

Departments are authorized to purchase up to \$2,500 per day without involving the Purchasing Department (with some restrictions). Target marketing to the appropriate department is a key to your success in finding business opportunities at UCSB. For marketing to campus departments, refer to the UCSB web page (www.ucsb.edu) for a campus directory listing all department contacts.

Parking on Campus

Vendors may park in specially designated loading/unloading zones and docks for 20 minutes or less. A map of these areas is available at http://www.aw.id.ucsb.edu/images/aw_pdfs/UCSB-Vendor_map.pdf. No parking is

allowed at any time on walkways, sidewalks, bike paths, red curbs, orange stalls, expired meters, or in University Circle Plaza. Questions about these regulations can be addressed to the Transportation and Parking Services Office at 893-5388.

A vendor parking permit may be issued to vendors who park on campus to provide repair or maintenance service to UCSB departments on a regular basis. University affiliated personnel (faculty, staff or students) and University Center outdoor vendors are not eligible to purchase vendor permits. Vendor permits are valid in "S," "S/C," designated service areas, restricted areas, and loading zones. Vendors must purchase and display a UCSB Vendor Parking Permit when parked on campus or in campus managed facilities. Please visit <http://www.tps.ucsb.edu/> for additional parking information.

Supplier Obligations

Receiving a purchase order from UCSB carries with it the obligation to supply the ordered goods or services at the agreed-upon price, at the promised time, and without the need for buyer intervention, renegotiation, or continued expediting. Full performance of contractual obligations will help your company earn a favorable evaluation and opportunities for further participation in our purchasing program. This following is what we expect:

- dependable products and services
- delivery as promised
- competitive prices
- no substitutions
- good communication
- timely resolution of warranty claims
- compliance with purchasing, shipping and invoicing procedures.

Supplier Information and Certification

Businesses interested in doing business with UCSB should register by completing the attached Business Information Form ([see Business Information Form on page 13](#)). It is *not* required to register in order to do business. The form is also available on our web page at <http://www.busserv.ucsb.edu/forms.htm#purc>

Submit the completed forms to:

UCSB Purchasing
6950 Hollister Avenue, Suite 100
Goleta, CA 93117-5824

Upon receipt, information about your company will be entered into the vendor database. This is not in lieu of marketing to the campus.

Competitive Bidding:

Authority to Solicit Requests for Quotations

Only responses to requests for quotations solicited by a professional buyer are regarded as meeting the requirements for competition in purchasing. Professional buyers in Purchasing act to generate formal requests for proposals (RFP), requests for quotations (RFQ), or requests for information (RFI) when required by policy or when requested by campus representatives. The buyer may consult directly with a vendor representative for technical or sophisticated information and assistance in developing specifications. Once the RFQ has been issued, vendors may not contact the department for any reason until the Purchasing staff has awarded the bid. Only the professional purchasing staff may execute purchase orders, agreements, memorandum of understanding, letters of intent, etc.

UCSB's Purchasing policy of awarding contracts to suppliers requires that we meet our needs for goods and services at the lowest overall cost and the highest quality while affording the maximum opportunity practicable to those who wish to become University suppliers. There are three conditions for contract awards for transactions that exceed the amount delegated to departments for purchasing authority. They are the following:

Purchase Transactions Between \$2,500 and \$50,000: Simply stated, negotiation is allowed for transactions below \$50,000 in lieu of competitive bids. However, competition is sought if the determination is made that competition is necessary to develop a source, validate prices, or for other compelling business reasons. Before making a commitment, there shall be a determination that the price is reasonable.

Purchase Transactions Above \$50,000: All purchase contracts involving an expenditure of more than \$50,000 shall be awarded based on the formal competitive bid process, with awards being made to the lowest responsible bidder meeting specifications. The lowest responsible quoter shall be determined based on one of two methods: (1) cost alone or (2) on a cost per quality point basis. Many UC- or campus-wide pricing agreements are established as a result of the competitive bid process. Once such contracts or agreements are established, UCSB buyers can purchase goods and services against them without being constrained by any additional requirement for competition.

Product or Service as Unique or Proprietary, Single or Sole Source: The requirement for competitive bidding of goods and services in excess of \$50,000 shall not apply when the Purchasing Manager determines that a product or service is unique or proprietary, single or sole source. This is defined as “a product or service, the characteristics and functions of which are such that only a single product or service will properly satisfy the University’s needs and all other products or services will be unacceptable for such needs.”

Purchase Orders

Suppliers may be presented with three different types of authorized purchase transactions when accepting orders for goods and services from UCSB personnel. The three transaction types are 1) high value purchase orders processed by the professional purchasing staff, 2) departmental low value purchase orders processed by authorized individuals throughout the campus community and 3) PCard (procurement card), a MasterCard utilized by authorized individuals throughout the campus community. Following is a description of these procurement methods:

High Value Purchase Orders – Orders greater than \$2,500 Value

High Value Purchase Orders (HVPOs) are required for any purchase exceeding \$2,500, including tax. The activities supporting High Value Purchase Orders are conducted by the University’s professional purchasing staff, who have specific authority to approve purchases exceeding the amount granted to departmental buyers. Campus departments forward a purchase requisition to the professional buyer. The buyer then takes action to procure the goods or services requested after ensuring that all policies, procedures and authorizations have been observed. Suppliers should not act on any transaction exceeding \$2,500 if the transaction is not presented or authorized by a member of the professional purchasing staff.

The identifying characteristics of a High Value Purchase Order are a 5 digit number beginning with either the letters ‘SB’ or ‘VB’, and the authorization from a professional buyer on the printed purchase order or confirmed by a professional buyer by phone or fax. For your convenience, a list of our professional buyers and phone numbers is provided here and on our website at <http://www.busserv.ucsb.edu/contact.htm#purc>

Bonnie Castellanos	bonnie.castellanos@purc.ucsb.edu	893-2593
Randall Stoskopf	randall.stoskopf@purc.ucsb.edu	893-3001
Monica Yamasaki	monica.yamasaki@purc.ucsb.edu	893-3685

Low Value Purchase Orders – Orders Less Than \$2,500

In addition to the centralized purchasing activities conducted by the University's professional buyers, UCSB has a decentralized program under which many departmental employees have been delegated authority to issue Low Value Purchase Orders (LVPOs), without the involvement of a professional buyer. LVPOs can be used to order merchandise for values up to \$2,500 per day, including tax. Suppliers should not accept LVPOs that exceed the stated low value limit.

An authorized departmental employee places the majority of LVPOs by telephone, fax or in person. The identifying characteristic of an LVPO is a five-digit numeric purchase order number that begins with the letters "LV" and the number '0'.

'P Card' – Procurement Card



UCSB will be implementing a procurement card sometime during 2004. Once in place, suppliers may be presented with the PCard, which resembles a personal bankcard and is a MasterCard issued by USBank. Authorized UCSB employees may use the PCard to purchase routine goods and services costing less than \$2,500, including tax. While full liability rests with the University for immediate payment, the cardholder (whose name is imprinted on the card) is responsible for all purchases made using the PCard. The PCard is a purchase card based system that benefits UCSB and suppliers through:

- prompt payment to suppliers through the MasterCard bank card program
- elimination of paper purchase orders and invoices
- distribution of low value purchase authority

Just like any other MasterCard, the card can be swiped at the supplier site or used to place orders via telephone or the internet. No invoices or monthly statements are required from the suppliers although cardholders may request some form of confirmation from the supplier identifying the detail of the items being purchased and shipped. The bank "bills" UCSB electronically for the net amount of all authorized transactions processed. Each PCard has a pre-set spending limit. Personal expenses are not to be charged to the PCard at any time or for any reason.

Local Agreements

Local agreements are UCSB campus-wide agreements for products and services that enable you to deal directly with departments. These agreements are based upon annual, fixed prices previously established with the Purchasing Department through a competitive bidding process. Departments may contact you directly and place their orders using a Low Value Purchase Order (LVPO).

Restrictions

There are products and services that cannot be ordered by LVPO or PCard. These are indicated below; please help departments adhere to these restrictions by knowing that restrictions exist:

- ❑ *Goods or services in excess of department's authorized limit*
- ❑ Alcohol, beverages and ethyl alcohol
- ❑ Animals
- ❑ Automatic External Defibrillators (AED)
- ❑ Bio-hazardous agents and Human tissues/fluids
(bio-safety authorization required)
- ❑ Bio-safety cabinets
- ❑ Boats
- ❑ Catering
- ❑ Cellular phone service
- ❑ Charters (air, land or sea)
- ❑ Compressed gases:
 - Toxic Gases
 - Pyrophoric Gases
- ❑ Construction, alteration, repair or improvement to any University structure
- ❑ Equipment (defined as a freestanding item greater than \$5,000 with a useful life of at least one year)
- ❑ Equipment rental or lease in excess of 30 days or in excess of \$2,500.00 fee
- ❑ Firearms, explosives, ammunition
- ❑ Floor coverings (carpets and rugs). Use a Physical Facilities work order
- ❑ Fume hoods and Slot hoods
- ❑ Furniture
- ❑ Goods or services from any officer or employee of the University or from a near relative of any officer or employee
- ❑ Lasers
- ❑ Meals, travel, or entertainment expenses
- ❑ Narcotics, controlled substances, DEA controlled chemicals and/or dangerous drugs
- ❑ Pager services
- ❑ Personal items
- ❑ Pesticides
- ❑ Postage
- ❑ Precious metals
- ❑ Pressure vessels

- ❑ Professional and Personal Services (including Independent Contracting and Independent Consultant Services)
 - ❑ Radioactive materials
 - ❑ Real estate rentals or leases
 - ❑ Refrigerators/freezers
 - ❑ Relocations: household or office moves
 - ❑ Respiratory protection items
 - ❑ SCUBA equipment
 - ❑ Subcontracts, sub-awards, or agreements involving sponsored projects
 - ❑ Superconducting magnets
 - ❑ Window treatments, including blinds and curtains. Use a purchase requisition for individual orders and a Physical Facilities work order for large/multiple orders.
 - ❑ X-ray machines, cabinet radiography, electron microscopes
-
- ❑ Items where a contract is required. Departments may not sign supplier contracts or agreements, including those for maintenance, service or blanket agreements, vehicle rentals, leases or purchases.

Shipments

It is important that your shipments be addressed exactly as shown on the purchase order. Be sure to use the zip + 4 code listed on the purchase order. A list of these codes is available at

http://www.busserv.ucsb.edu/mailemailservices_receiving/mail/zip4codes.htm

Each shipment must have a packing slip affixed to the outside of the package showing the UCSB purchase order number and package contents. Failure to identify the shipment properly may be cause for refusal. Partial shipments are not desirable and are not encouraged unless shortness of supply demands split shipments.

Sales Tax

UCSB is not exempt from state sales or use tax except for property purchased using federal funds where title to that property (or ultimately, the fabrication of property) vests with the Federal Government. By policy, UCSB generally requires the Seller to pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under a contract, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to materials and supplies furnished or work performed.

Invoices

The following information **MUST** appear on your invoice to the University of California, Santa Barbara:

- Name and department of the individual placing the order.
- The entire UCSB Purchase Order Number.
- A detailed description of material ordered so persons unfamiliar with the product can identify it.
- The University supply agreement number, if applicable.
- Sales tax information, if any.

The **UCSB Purchase Order Number must appear on the invoice**. Incomplete invoices result in payment delays, so it is in your best interest to comply with these instructions. Invoices should be sent to:

Accounts Payable
3201 SAASB
University of California
Santa Barbara, CA 93106-2040

Direct questions about the payment process can be made to the Accounts Payable Division of UCSB Accounting and Financial Services at (805) 893-3919.

Please do not invoice prior to shipment.

How You Can Help Us Do a Better Job

- Refrain from offering gifts or gratuities, or anything that could be construed as such.
- Tell us if our specifications for a product can be improved to provide better performance, longer-life and/or lower cost.
- Keep us supplied with your latest catalogs and current prices.
- Keep us informed of your back order situations, plant closures, impending shortages or strikes.
- Follow through on orders to ensure delivery to us as promised. Inform the buyer if partial shipment is being made or is available as an option.
- Insure that any shipments arranged by you contain our purchase order number on the shipping label.
- Include the UCSB purchase order number on your invoice and mail it to the invoice address listed above.
- Call the Purchasing Department ahead of time for appointments.

Remember that all goods procured by the University are accomplished via the purchase order or PCard. Do not accept requests for materials from the campus without a purchase order number or presentation of the PCard.

Buyers and Commodities

Commodity	Primary Buyer
Advertising	Monica Yamasaki
Air Conditioning / Refrigeration	Bonnie Castellanos
Appliances	Monica Yamasaki
Athletic Equipment / Clothing	Monica Yamasaki
Audio Equipment & Supplies	Bonnie Castellanos
Bedding/Soft Goods	Monica Yamasaki
Building Equipment	Bonnie Castellanos
Cell Phones/ Pagers	Bonnie Castellanos
Charters (Air, Boat, Bus)	Randy Stoskopf
Chemicals	Bonnie Castellanos
Clothing	Monica Yamasaki
Compressors	Bonnie Castellanos
Computers & Accessories	Monica Yamasaki
Copiers	Randy Stoskopf
Drugs	Bonnie Castellanos

Electrical / Electronic	Bonnie Castellanos
Elevator Maintenance	Randy Stoskopf
Fasteners	Bonnie Castellanos
Floor Coverings	Bonnie Castellanos
Food & Beverage Equipment / Service	Randy Stoskopf
Fuel / Lubricants	Bonnie Castellanos
Furniture	Randy Stoskopf
Gardening / Pest Control	Bonnie Castellanos
Gases	Bonnie Castellanos
Glass / Wallboard / Cement	Monica Yamasaki
Hazardous Waste	Bonnie Castellanos
Janitorial Supplies	Monica Yamasaki
Lab Equipment & Supplies	Bonnie Castellanos
Laundry	Bonnie Castellanos
Library Coin-Op Service	Randy Stoskopf
Lumber	Monica Yamasaki
Mailing Services	Monica Yamasaki
Maps	Monica Yamasaki
Material Handling	Bonnie Castellanos
Medical Equipment & Supplies	Bonnie Castellanos
Metals	Bonnie Castellanos
Moving Services (Removal)	Randy Stoskopf
Networking	Bonnie Castellanos
Office Equipment / Services	Monica Yamasaki
Office Supplies	Monica Yamasaki
Office Trailers	Randy Stoskopf
Paint & Abrasives	Bonnie Castellanos
Paper	Central Stores
Personal Services	Contracts Office
Personnel Services	Randy Stoskopf
Photography / X-Ray	Bonnie Castellanos
Plastics / Rubber	Monica Yamasaki
Printing / Graphics	Randy Stoskopf
Promotional Goods	Monica Yamasaki
Pumps	Bonnie Castellanos

Safety and Fire Equipment / Supplies	Bonnie Castellanos
Security	Bonnie Castellanos
Signs	Monica Yamasaki
Software	Monica Yamasaki
Speakers/Trainers	Contracts Office
Surplus (State of California)	Randy Stoskopf
Telecommunications equipment/services (<\$500,000)	Bonnie Castellanos
Telecommunications equipment/services (>\$500,000)	Randy Stoskopf
Theatrical Supplies	Monica Yamasaki
Tools	Monica Yamasaki
Toys & Childcrafts	Monica Yamasaki
Training Aids	Monica Yamasaki
Typewriters	Monica Yamasaki
Valves/Fittings (Plumbing Supplies)	Bonnie Castellanos
Vehicles (Auto, Air ,Boats, Trailers)	Randy Stoskopf
Wall & Window Coverings	Bonnie Castellanos
Water Service	Monica Yamasaki
Water Treatment	Randy Stoskopf
Web Design	Contracts Office

Name of Insurance Provider/Producer _____

Companies Affording Coverage: _____

GSA SF 254 A/E or related services questionnaire may be required

OWNERSHIP OF BUSINESS: (Check One) Corporation Individual/Sole Proprietorship Joint Venture
 Partnership Foreign Ownership Not for Profit Other ____

Owner Status-Business is at least **51%** Owned, Controlled, and Actively Managed by (check all business categories that apply, see Page 2 for definitions):
 SBE DBE WBE DVBE

Ownership Status Categories: (Place an "X" in the boxes that best describe your firm's ownership)

Type of Business		Asian/Indian Asian/Pacific American	Black African American	Hispanic American	Native American Indian	White Caucasian American	Other	Disabled Service Veteran	Socially & Economically Disadvantaged
LARGE BUSINESS	Woman Owned								
	Male Owned								
SMALL BUSINESS	Woman Owned								
	Male Owned								

Signature Title Date

INSURANCE REQUIREMENTS:

The University selects insurance requirements based on degree of risk, rather than the dollar value of the contract. All insurance policies required shall be subject to review and approval by the University.

SELF-CERTIFICATION**Initial the Business Categories That Apply:**

_____ **SMALL BUSINESS ENTERPRISE (SBE)** - an independently owned and operated concern certified, or certifiable, as small business by the Federal Small Business Administration (SBA). (Size standards by Standard Industrial Classification codes may be found in the Federal Acquisition Regulations, Section 19.102. The University may rely on written representation by the vendors regarding their status.)

_____ **DISADVANTAGED BUSINESS ENTERPRISE (DBE)** - a business concern which is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (**Asian-Indian Americans, Asian-Pacific Americans, Black Americans, Hispanic Americans, Native Americans**) are to be considered socially and economically disadvantaged. A business claiming DBE certification must provide proof of certification from the Small Business Administration.

_____ **DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)** - a business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service connected disability who is a **resident of the State of California**. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

_____ **WOMEN-OWNED BUSINESS ENTERPRISE (WBE)** - a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

_____ **HISTORICALLY UNDERUTILIZED BUSINESS ZONE SMALL BUSINESS (HUBZoneSB)** - an historically underutilized business zone which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation. Status as a qualified HUBZone small business concern is determined by the Small Business Administration (SBA) in accordance with 13 CFR, part 126. HUBZone rules apply only to contracts awarded by the Department of Defense, Department of Agriculture, Department of Health and Human Services, Department of Transportation, Department of Energy, Department of Housing and Urban Development, Environmental Protection Agency, National Aeronautics and Space Administration, General Services Administration, and Department of Veterans Affairs. If the SBA determines that a concern is a qualified HUBZone small business concern, it will issue a certification to that effect and will add the concern to the List of Qualified HUBZone Small Business Concerns on its Internet website at www.sba.gov/hubzone

PRIVACY NOTIFICATIONS

FEDERAL Pursuant to the Federal Privacy Act of 1974, you are hereby notified that the disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The social security number is used to verify your identify.

STATE The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose of requesting the information on this form is to evaluate your qualifications as a supplier to the University and for reporting purposes in accordance with state law and University policy.

Furnishing all information (except Social Security Number) requested on this form is mandatory; failure to provide all requested information will delay or may prevent evaluation of your firm's ability to do business with the University.

I hereby certify under penalty of perjury under the laws of the State of California that I have read this application and know the contents thereof, and that the business category and ethnicity indicated above reflect the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19, pertaining to small, disadvantaged, woman, disabled service veteran, small and disadvantaged, and small and woman-owned business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to 5 years and the imposition of any civil penalties allowed by law. In addition, I understand that this business must notify the University of California in writing 30 days in advance of any changes in size, ownership, control, or operation which may affect this business's continued eligibility as a SBE, DBE, WBE, DVBE, SDBE, SWBE or SDVBE.

INFORMATION FURNISHED BY: (Print or Type Name of Owner and/or Principal)

NAME OF BUSINESS: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FOR U.C. USE ONLY (do not write in this area)		
Reviewed by:	Date	Comments

UAA101A (04/02)