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| C:\Users\003853513\AppData\Local\Temp\Temp1_logos (2).zip\CSU logo small.jpg  | Doing business with csu northern region  |

# **WHAT IS CSU?**

The California State University, (CSU) is the higher education capacity representing 23 campusesand is governed by the Trustees of the California State University.

The Board of Trustees of the CSU is made up of 24 people, 16 of whom are appointed by the Governor and confirmed by the Senate, four ex officio trustees, one of whom is the Governor, and four other trustees from the students, faculty, and alumni.

##### **WHAT IS CSU PROCUREMENT?**

CSU Procurement Departments are organized as consolidated business operations a shared service model. Campuses procure Goods, Services, Information Technology and Public Works.





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**WHAT IS THE CSU PROCUREMENT MISSION?**

Our mission is to be a trusted partner through collaboration to maximize value across the CSU System by optimizing the procurement of goods and contract services.

**WHAT IS SB/DVBEs PROGRAM?**

The CSU is committed to utilizing certified Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBEs) in our procurement endeavors. The CSU recognizes that allowing certified SB and DVBEs the opportunity to participate in State procurement efforts means local tax dollars are channeled back into local communities, which continuously stimulates California’s economy. The CSU’s Program are dedicated to meeting and/or exceeding the mandated 25% SB and 3% DVBEs requirement as outlined in Executive Orders D-37-01, D-43-01, ICSUAM 5215.00 & 5216.00.

**BENEFITS OF REGISTERING AS A SB/ DVBEs?**

Having one or multiple certifications can benefit your business as the State of California provides preferences and incentives to certified vendors when submitting bids on solicitations for goods and/or services. In addition, registering to be a certified SB/DVBEs brings significant visibility to your business through the State’s online marketplace, Cal eProcure®. This platform is where the CSU identifies certified SB/DVBEs and advertises solicitations for goods and/or services.

**DVBEs PROGRAM REQUIREMENTS**

**ARE APPLICABLE TO ALL BIDDERS.**

When DVBEs requirements are included in the bid, bids /proposals that have not met the DVBEs requirement are considered non-responsive. Non- responsive bids/proposals are ineligible for award of state contracts.

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##### **DOES YOUR COMPANY MEET THE DVBEs REQUIREMENT?**

The CSU utilizes formal and informal competitive bid processes to satisfy their SB/DVBEs requirement. Here are the acceptable responses:

* **My company certified as a DVBEs.** This means the bidder is a DVBEs and committed to performing not less than 3% or greater as defined in the bid document of the contract dollar amount with its own forces or in combination with those of other DVBEs. The CSU **w**ill require proof of certification by the State Department of General Services (DGS).
* **If your company is using DVBEs**, the CSU will require you to provide proof of your subcontractor’s certification through DGS and to complete the appropriate CSU DVBEs compliance forms.

**My company does not qualify as a DVBEs, but one or more of our subcontractors DVBEs.** This means that the bidder is not a DVBEs, but is committed to use DVBEs for not less than 3% or greater as defined in the bid document of the contract dollar amount.

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##### **DVBEs/SB INCENTIVE PROGRAM**

In accordance with Government Code section 14838(f), and Military and Veterans Code sections 999.5(a) and 999.5(d), CSU is granting a bid incentive for bid evaluation purposes only to bidders that exceed the three percent DVBEs participation requirement. The level of DVBEs incentive will correlate to the level of participation; that is the more DVBEs participation

proposed, the higher the incentive.

The DVBEs incentive may not exceed $100,000. When used in combination with the Small Business Preference, the cumulative adjustment amount shall not exceed $100,000. If the lowest responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will be California certified small businesses.

A DVBEs incentive will be given to bidders who provide DVBEs participation. For evaluation purposes only, the CSU shall apply a DVBEs Bid incentive to bids that propose California certified DVBEs participation and confirmed by the CSU. The DVBEs incentive amount for awards based on low price will vary in conjunction with the percentage of DVBEs participation.

Bidders must be considered responsive and responsible before preferences or incentives are awarded.

**Responsive Bidder/Proposer:** A Contractor, business

entity, or individual who has submitted a bid or proposal that fully conforms in all material respects to the formal solicitation documents, including all form and substance.

**Responsible Bidder/Proposer:** A business entity or individual who has the financial and technical capacity to perform the contract requirements.

**EXAMPLE:**

* + - The CSU posts an IFB that requires a DVBEs participation of 3%.
		- Bidder A responds with a $100,000 bid and 7% DVBES participation.

Bidder B responds with a $97,000 bid and 3% DVBES participation. Bidder A is granted a 5% bid incentive, wins the award, and is paid $100,000 for the project.

##### **SB/DVBEs OPTION**

In accordance with Government Code 14838.5 and 14838.7, CSU may use a streamlined procurement process known as the SB/DVBEs Option by contracting directly with a SB/DVBEs for goods, services, and information technology. The current SB/DVBEs Option valued between $5,000.01 and $249,999 or up to $314,000 for public works contracts (cost limits periodically get adjusted by the California Department of Finance). CSU will obtain price quotes from at least two such businesses. The SB/DVBEs Option is an outstanding procurement tool for agencies and departments to actively pursue and/or exceed the Governor’s 25% small business participation and 3% DVBEs participation in the procurement process.

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##### **DVBEs PARTNERSHIPS**

We highly recommend that vendors begin to establish

relationships with DVBEs companies beforebid solicitations are posted. Bidders have a limited amount of time to respond to bid solicitations and the bidding process will be easier if DVBEs relationships have already been established. Your DVBEs Advocate can help by introducing you to appropriate DVBEs Company Representatives.

##### **APPLYING SMALL BUSINESS PREFERENCE**

The CSU calculate the five percent small business preference as a percentage of the lowest responsive bidder’s bid. For bid evaluation purposes only, if the lowest responsive bidder is a California certified small business, the CSU will not calculate the five percent bid advantage for any bidders. The only bidders eligible for the DVBEs incentive will be California certified small businesses.

1. Preference for Small Businesses. The CSU shall give a small business bid advantage of five percent up to a maximum of $50,000 to contracting firms that have been certified as a “Small Business” by the Office of Small Business & DVBE Services, in the Procurement Division of the Department of General Services. Reference Government Code section 14835 et seq., and California Code of Regulations, Title 2, section 1896 et seq.
2. Preference for Non-small Businesses. The application of the five percent small business bidding preference is also extended to any non-small business that commits to subcontracting at least 25% of its net bid price to California certified small businesses and/or microbusinesses.

The following is an example of applying the small business preference to determine the successful bidders.

EXAMPLE:

Bid #1 = $100,000

Bid #2 = $104,500 (this bidder is certified small

Take 5% of Bid #1, or $50,000, and subtract that

amount from Bid #2 to get $99,500.

Award Bid #2 @ $104,500

**BID AWARD**

(For Non-Public Works Acquisitions and Services)

##### FORMAL BID AWARD INFORMATION

As part of the formal bid process, sealed bids

/proposals shall be publicly opened and read at the date

and time specified. After bids are opened, they shall

be made available for public inspection within a reasonable time. Public documents designated by the CSU to be confidential. **Bids received** **after the closing date and time shall not be accepted.**

As soon as practical after the bid opening, the campus shall begin the evaluation process to determine the lowest responsive and responsible bidder in accordance with the criteria for evaluation as Stated in the solicitation. Deviations from requirements which do not materially impact the cost, quantity or quality of the item or service to be provided or do not directly affect the outcome of the bid award, in the opinion of the campus, may be waived.

All bids may be rejected whenever it is determined to be in the best interests of the campus. The bid document contains provisions for resolution of protests and disputes.

## **INSURANCE REQUIREMENTS**

Vendors/Contractors or organizations providing service(s) to the CSU must obtain and maintain the following policies and coverage:

**Comprehensive Or Commercial Form General Liability** **Insurance**, on an occurrence basis, Work done or to be done by or on behalf of the Contractor and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the Work.

**Business Automobile Liability Insurance** on an occurrence basis, covering owned, hired, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and contractual liability. Such insurance shall include coverage for uninsured and underinsured motorists.

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**Worker's Compensation including Employers Liability Insurance** **as required by law.**

The Contractor also may be required to obtain and maintain the following policies and coverage:

1. Environmental Impairment Liability Insurance should the Work involve hazardous materials, such as asbestos, lead, fuel storage tanks, and PCBs.
2. Other Insurance by agreement between the Trustees and the Contractor.

**Verification of Coverage.** The Contractor shall submit original certificates of insurance and endorsements to the policies of insurance required.

 **Amount of Insurance.**

1. For all projects, the insurance furnished by Contractor under this Article shall provide coverage

in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions: different amount is stated in the Supplementary General Conditions:

 $2,000,000 General Aggregate

 $1,000,000 Each Occurrence--combined single

limit for bodily injury and property damage.

(ii) Business Automobile Liability Insurance

Limits of Liability.

$1,000,000 Each Accident-- combined single limit for bodily injury and property damage to include uninsured and underinsured motorist coverage.

1. Workers’ Compensation limits as required by law with Employers Liability limits of $1,000,000.
2. For projects involving hazardous materials, the Contractor shall provide additional coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:

(i) Environmental Impairment (pollution) Liability Insurance-Limits of Liability:

 $10,000,000 General Aggregate $ 5,000,000 Each Occurrence-- combined single limit for bodily injury and property damage, including cleanup costs.

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(ii) In addition to the coverage for Business

 Automobile Liability Insurance, the Contractor

shall obtain for hazardous material transporter services:

 (iii)MCS-90 endorsement

 (iv)Sudden & Accidental Pollution endorsement—

 Limits of Liability\*

$2,000,000 Each Occurrence

 $2,000,000 General Aggregate

**Acceptability of Insurers.**

Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best’s rating of A:VII, or shall be a carrier otherwise acceptable to the University.

**Subcontractor’s Insurance.**

Contractor shall ensure that its subcontractors are covered by insurance of the types required by the solicitation, and that the amount of insurance for each subcontractor is appropriate for that subcontractor’s Work.

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**SB/DVBEs ADVOCATE CONTACTS**

##### **California State CSU, East Bay**

Procurement & Support Services

Website:<http://www.csueastbay.edu/af/departments/finance/procurement/> SB & DVBEs Advocate: Chris Lam-Vazquez, 510-885-7606, chris.lam-vazquez@csueastbay.edu

##### **California Maritime Academy**

Fiscal Services/Procurement

Website: <http://www.csum.edu/web/fiscal-services/procurement> SB & DVBEs Advocate: Lorrie Dineen-Thackeray, 707-654-1086, ldineen@csum.edu

##### **California State CSU, Monterey Bay**

Purchasing

Website: <https://csumb.edu/finance/procurement>

SB & DVBEs Advocate: Reyola Carlisle, 831-582-3506, reyola\_carlisle@csumb.edu

##### **California State CSU, Sacramento**

Procurement & Contract Services

[Website:https://www.csus.edu/administrationbusinessaffairs/internal/procurement- contracts/](https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/) SB & DVBEs Advocate: Kim Holmberg, 916-278-7403 kholmberg@csus.edu

##### **San Francisco State CSU**

Procurement Office

Website:<http://fiscaff.sfsu.edu/procurement_support_service>s/procurement\_contracts SB & DVBEs Advocate (s): Megan Dobbyn, (415) mdobby@sfsu.edu, Steven Chang, (415) 338-2547 stevenchang@sfsu.edu and Deanna Tam (415) 405-3511 dytam@sfsu.edu

##### **San José State CSU**

Contracts & Purchasing

Website:<http://www.sjsu.edu/finance/about_us/purchasing/vendorguide/index.html> SB & DVBEs Advocate: Karen McCall, 408-924-1579, karen.mccall@sjsu.edu

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