To keep other people from seeing what you entered on your form, please press the Clear This Form button at the end of the form when finished.

ATTACHMENT

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

SMALL BUSINESS DECLARATION

Solicitation Number: _____

Complete this form only if the Bidder will claim the Small Business[1] Preference associated with the solicitation. Review the Small Business Declaration Instructions (SDSC Form # PUR-011A) prior to completing this form. If the Bidder submits incomplete or inaccurate information, it will not receive the preference.

☐ **SECTION A. BIDDER IS A SMALL BUSINESS** *Complete this section if the Bidder is a Small Business.*

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____.
3. **A copy of the Small Business certification approval letter for the Bidder must be submitted along with this declaration.**
4. Will the Bidder subcontract any portion of the contract work to subcontractors? ☐Yes ☐No

   If no, skip to the Certification section. If yes, complete a-c below.

   a. State the percentage of the contract work the Bidder will subcontract: _____%

   b. Describe the goods and/or services to be provided by the Bidder itself in connection with the contract: _____

   c Explain how the Bidder is performing a "commercially useful function" for purposes of this contract. (See the instructions for the definition of "commercially useful function.")

☐ **SECTION B. BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)** *Complete this section if the Bidder is an NVSA.*

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. **A copy of the Bidder's NVSA certification approval letter must be submitted along with this declaration.**

[1] Unless otherwise stated, any reference to small businesses also includes microbusinesses, as defined by Gov. Code section 14837.

SECTION C. CERTIFICATION

I, the official named below, declare under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

Company Name: _____

Tax ID Number: _____

Address: _____

Telephone Number: _____

Executed in the County of _____ in the State of _____.

Date: _____

_____ _____

Type or print name/title Signature

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions
In this form, "DGS" refers to the Department of General Services. "Small Business" refers to an entity certified by DGS as a small business or a microbusiness. "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the court, including RFQs, IFBs, and RFPs. "Bid" refers to a response to a competitive solicitation issued by the court.

If the Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration (SDSC Form #PUR-011). If no small business preference is offered, or the Bidder does not claim the small business preference, the Bidder should not complete the Small Business Declaration.

The court will determine whether the Bidder is eligible to receive the small business preference based on information provided in the Declaration. The court may, but is not obligated to, verify or seek clarification of any information set forth in the Declaration. If the Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION A. BIDDER IS A SMALL BUSINESS Instructions *Complete this section if the Bidder is a Small Business.*

1. Provide the Bidder's DGS Supplier ID number. This number is in the Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in the Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. The Bidder must submit a copy of its Small Business certification approval letter.
4. If the Bidder will subcontract any portion of the contract work, answer "yes" and complete subparts a-c. If the Bidder will not subcontract any portion of the contract work, answer "no" and skip to Certification.
   - a: This percentage is equal to the amount to be paid by the Bidder to all subcontractors divided by the Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by the Bidder to subcontractors is $35,000 and the Bidder's total bid price is $125,000, enter "28%" (35,000 ÷ 125,000 = 0.28; 0.28 x 100 = 28).
   - b: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
   - c: Provide an explanation of how the Bidder's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Gov. Code §14837, a business is deemed to perform a "commercially useful function" if the business does all of the following:
     - (i) Is responsible for the execution of a distinct element of the work of the contract.
     - (ii) Carries out its obligation by actually performing, managing, or supervising the work involved.
     - (iii) Performs work that is normal for its business services and functions.
     - (iv) Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.
     - (v) Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

     Note: a business will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.

SECTION B. BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA) Instructions *Complete this section if the Bidder is an NVSA.*

1. Provide the Bidder's DGS Supplier ID number. This number is in the Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in the Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. The Bidder must submit a copy of its certification approval letter.

SECTION C. CERTIFICATION Instructions
Provide the Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative. Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, on the appropriate lines.

For your protection and privacy, please press the Clear This Form button after you have printed the form

Save This Form | Print This Form | Clear This Form