

## ATTACHMENT



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) STATUS DECLARATION INSTRUCTIONS

### General Instructions

In this form, "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the court, including Request for Quotations (RFQs), Inquiry for Bids (IFBs), and Request for Proposals (RFPs); and "bid" refers to a response to a competitive solicitation issued by the court, including RFQs, IFBs, and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must submit a DVBE Status Declaration (SDSC Form #PUR-004) completed by each DVBE that will provide goods and/or services in connection with its bid. If Bidder is itself a DVBE, it must complete the DVBE Status Declaration itself. If Bidder will use one or more DVBE subcontractors, each DVBE subcontractor must complete a DVBE Status Declaration.

If Bidder does not wish to claim the DVBE incentive, Bidder should not submit a DVBE Status Declaration. In addition, if Bidder wishes to claim the DVBE incentive using a DVBE Business Utilization Plan (BUP) on file with the Department of General Services (DGS), Bidder should not submit a DVBE Status Declaration. Note that a BUP cannot be used to qualify for the DVBE incentive in a non-IT services solicitation.

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

### Section A Instructions

Provide the full legal name of the DVBE, and the DVBE's Supplier ID number. This number is in the DVBE's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.

### Section B Instructions

Check only one box. If the DVBE is not a broker or agent, check the first box. If the DVBE is a broker or agent, check the second box and provide the name, address, and phone number of the principal for which the DVBE is an agent or broker. Mil. & Vet. Code § 999.2(b) defines "broker" or "agent" as an individual or entity that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to [a court], unless one or more of the disabled veteran owners has at least 51% ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

All disabled veteran (DV) owners and managers of the DVBE must sign and date Section B. If there are insufficient signature lines for all DV owners and managers to sign, attach additional sheets.

### Section C Instructions

The DVBE must complete Section C only if both of the following are true: the DVBE will provide rental equipment in connection with the contract, and the DVBE checked the first box in Section B, indicating that it is not a broker or agent.

If the DVBE will not provide rental equipment in connection with the contract, or the DVBE checked the second box in Section B, indicating that it is a broker or agent, the DVBE should skip Section C.

Check each box in Section C for which the corresponding statements are true.

All DV owners of the DVBE must sign and date Section C. Each DV owner of the DVBE must also provide his or her federal tax ID number, address, and telephone number. If there are insufficient lines provided for all DV owners, attach additional sheets.

All DV managers of the DVBE must sign and date Section C. If there are insufficient lines provided for all DV managers, attach additional sheets.