

Small Business Supplier Guide

UCSF is committed to being responsible stewards of procurement contracting opportunities to enrich local communities and foster relationships with small businesses.

University of California Office of the President, Small Business First (SB1st)

The SB1st initiative offers specific streamlined procurement opportunities to registered Small Businesses (SBs), Microbusinesses (MBs), and Disabled Veteran Business Enterprises (DVBES). This program helps the University of California (UC) and UCSF invest in and enrich our local communities while furthering our sustainability goals and mission of teaching, research, and public service.

Be sure to discuss where your business is certified. SB1st is not for every type of purchase. You can learn more at [UCOP's Small Business First website](#).

How to Do Business with UC

- **Understand the procurement contract process at UC:** Read more in the “Get Familiar with UC Practices” section.
- **Get your business certified.** Read more in the “Common Shared Certifying Agencies & Certifications” and “Support Agencies for Certification” sections.
- **Register/create a supplier profile in SupplierOne:** SupplierOne is a supplier search platform that will identify you as a small/DVBE/diverse business to UC buyers. Register at the [SupplierOne website](#).
- **Register/create a Supplier Profile in CalUsource:** CalUsource, UC's eSourcing and public bid site allows you to participate in bid events across the UC system (to compete for contracts above \$250,000). Register at [CalUSource](#).
- **Stay connected with buyers/requestors at UCSF.**

Get Familiar with UC Practices!

- **Familiarize yourself with UC's Terms & Conditions:** Read more at the [University of California Office of the President \(UCOP\) Systemwide Procurement Forms & Policies webpage](#).
- **Check out UC's Small Business Vendor/Contractor Insurance option:** Read more at the [Campus Connexions Vendor Liability \(Procurement\) webpage](#).
- **Visit UC's Small, Local and Diverse Businesses webpage resources:** Read more at the [UC Procurement Small Business webpage](#).

Common Shared Certifying Agencies & Certifications

- **California Public Utilities Commission (CPUC):** Under the auspices of CPUC, the [Supplier Clearinghouse](#) publishes a directory of these certified businesses for use by participating utility companies and the public.
- **Disability:IN:** [Disability:IN](#) empowers businesses to achieve disability inclusion and equality.
- **National LGBT Chamber of Commerce:** [National LGBT Chamber of Commerce](#) is the business voice of the LGBTQ community.
- **National Minority Supplier Development Council (NMSDC):** [National Minority Supplier Development Council](#) offers certification for minority-owned businesses, along with business development resources.
- **National Veteran Owned Business Association (NaVOBA):** [NaVOBA](#) provides a direct link for contracting between corporate America and Veteran's Business Enterprises and Certified Service-Disabled Veteran's Business Enterprises.
- **State of California:** State of California's [Department of General Services](#) provides free certification as a SB, MB and/or DVBE.
- **U.S. Small Business Administration (SBA):** [MySBA Certifications](#) is an application for SBA federal government certifications. Certifications available for federal contract small business subcontracting.
- **Women's Business Enterprise National Council (WBENC):** WBENC offers a [Women Owned Small Business certification](#).

Support Agencies for Business Certifications and/or Resources

- **Norcal Apex Accelerator (previously known as Norcal PTAC):** This program includes resources such as [Capabilities Statements](#) templates and socio-economic [Federal Certifications](#). To learn more, visit [Norcal APEX Accelerator](#).
- **Northern California Small Business Development Center:** This program includes no-fee confidential advising to help established businesses and new startups realize their full potential. To learn more, visit [Northern California Small Business Development Center](#).
- **Office of Small Business:** The Office of Small Business is San Francisco's central point of information for small businesses. Services include:
 - Business counseling
 - Help with local, state, federal requirements
 - Leasing support
 - Guidance on the permits and process required to open your business, and
 - Connection to grant programs

To learn more, visit [Office of Small Business](#).

Note: The information provided is maintained by the third-party agency, partner, or community advocacy group. Check their direct website for updated information.

UCSF Small Business Office Contact

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