

## Disabled Veteran Business Enterprise (DVBE) Requirements (January 2022)

The Grossmont Union High School District requires a three percent Disabled Veteran Business Enterprise (DVBE) participation goal for most construction bids. Forms must be submitted with each bid at the time of the bid. Failure to submit DVBE documents with the bid MAY result in the bid being determined non-responsive. Documentation of Good Faith Effort (GFE) must be completed if the bidder does not secure the three percent DVBE participation due at the time of the bid.

As you begin your search for DVBEs, please note that there are five steps of the "Good Faith Effort" outlined in the state's Public Contract Code, and **each step must be documented**:

- 1) Contact was made with the awarding department to identify DVBEs.
- 2) Contact was made with other state and federal agencies and local DVBE organizations to identify DVBEs.
- 3) Advertising was published in trade papers and publications focusing on DVBEs.
- 4) Invitations to bid were submitted to potential DVBE contractors.
- 5) Available DVBEs were considered.

For assistance in identifying potential DVBE contractors, suppliers, or service providers:

- 1) Contact the awarding agency at <https://www.guhsd.net/Departments/Business-Services/Purchasing/Solicitations/Construction-Bids/index.html>.
- 2) Contact state and federal agencies and local DVBE organizations to help identify potential DVBE service providers or suppliers.
  - a) The California Department of General Services Procurement Division's [Office of Small Business & Disabled Veteran Services](#) (OSDS) is the state certifying agency administering California's DVBE and SBE certification program. It provides an [online DVBE/SBE firm search tool](#). To begin your search for a DVBE firm, check the box for DVBE firms, select Service Area 037 (San Diego County) from the dropdown menu, and hit the Search tab. Once the results are displayed, you will have the option to download them. To create a list of your search results, click on the download tab to generate an Excel file that you can sort. Please note that the list will return all firms identifying San Diego as a service territory; not all are from San Diego County or even California. DVBE firms are added to the directory throughout the year so check the list periodically.

The State of California Certifications

Search Criteria

Business Name

Certification ID

Keywords

Zip Code

Service Area ID  **Step 2 - Select Service Area 037 - San Diego County**

UNSPSC Classifications

NAICS Classifications

License Code

Certification Type

Micro Business (MB)

Small Business (SB)

**Step 1 - Check DVBE** Disabled Veteran Business Enterprise (DVBE)

Non-Profit Veteran Service Agency (NVSA)

Non-Profit Recognition (NP)

Business Type

Construction

Manufacturer

Non-Manufacturer

Service

Search

Enter the Business Name OR Certification ID to verify an **individual firm's** certification – not both. If the firm has a DVBE or SBE certification, a Supplier Profile will return. Check the Profile to see what active certification(s) the firm may have and the expiration date. You can also use the search tool to identify specific trades or licenses; it is recommended you use a keyword search in addition to a license search as some vendors may not have complete information on file.

b) The Veterans Administration (VA) has a directory of firms that are verified as veteran-owned businesses, including Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB), that are eligible for set-asides and sole-source contracts. Find these veteran-owned businesses at <https://www.vetbiz.va.gov/basic-search/>.

c) There are several local veterans organizations you can contact, including:

The Elite Service Disabled Veteran-Owned Business (SDVOB) Network, San Diego Chapter  
(619) 284-9922

<https://elitesdvob.org/>

<https://elitesdvob.org/find-an-sdvob/>

Disabled Veteran Business Alliance (DVBA), San Diego Chapter

Chapter President: Amy Aledo

[amy@dynamikinc.com](mailto:amy@dynamikinc.com)

(866) 820-3110

U.S. Veteran Business Alliance, San Diego Chapter

Interim President: Joe Rubio

[joe.rubio@blunoseit.com](mailto:joe.rubio@blunoseit.com)

(619) 601-7041

<https://gousvba.org/>

Veterans in Business (VIB) Network

<https://www.vibnetwork.org/>

Enter the DVBE firms you intend to use on the form entitled "Good Faith Effort" and include the date and time of your contact with the firm, the name of the organization contacted, contact method, and telephone number, email, or Internet address. Print out and attach a copy of each Internet website page visited (e.g., DGS and federal VA search to prove contacts made via the Internet.)

3) Unless GFE advertising is placed by the Construction Manager, advertisements for DVBE service providers, subcontractors or suppliers must be placed in at least:

a. One "trade" publication related to a trade or industry, and

b. One "focus" publication whose ads are specifically distributed and focused on reaching

DVBE firms, **or**

c. A single publication that qualifies as both a "trade" and "focus" publication. Publications such as the San Diego Union-Tribune, San Diego Reader, and localized community newspapers are considered "general circulation" newspapers; ads placed in these newspapers are unacceptable.

1) Ad placement may be directed explicitly to publications that distribute their ads to businesses in the geographical areas where the work will be performed.

2) Ads should appear in publications 10-14 calendar days before the date the bid or proposal response is due to be submitted.

3) Give potential subcontractors/suppliers ample time (approximately 3-5 working days) to respond to the ad(s) while allowing sufficient time to consider each firm that submits a response seriously.

4) Ads should contain information similar to the following:

*[Enter name of bidding firm] Is seeking qualified DVBE vendors to provide [Enter description/list of services/supplies that qualify] in [Enter geographical service areas/locations, if applicable] for Project Name and Bid Number Contact: [Enter a contact name, address, telephone and fax number, and/or email address] Submit qualifications/bids by: [date/time]*

- 4) Document the GFE efforts on the forms in this package entitled "Good Faith Effort." In Step 3 on the Good Faith Effort form, indicate the publication date, whether the publication is a trade publication, a focus publication or both, and whether ad copy or written ad content is attached. If the Construction Manager placed an ad, a copy of that ad is required with your GFE. You are not required to place your own ad.
- 5) Transmit direct solicitations or invitations to bid to potential DVBEs, identified in Steps 2 and/or 3, by way of mail, telephone, email, fax, or other methods.
- a) Submit one or more examples of direct solicitation. Solicitations should contain company name; contact name, address, telephone and fax number (if applicable), District's bid name and number, a description of commercially useful goods and/or services for which subcontractors are sought, location of service area; and response date.
- b) If contact with DVBE firms is verbal or by telephone, document in writing the date of contact, the person contacted, and business/subcontract opportunities discussed.
- c) Submit a list of DVBE firms to whom direct solicitations were transmitted (i.e., DVBE bidders list). Include each DVBE firm's name, mailing address, contact name/title (if applicable), telephone/fax number, and email address (if applicable).
- 6) Show that DVBE firms that responded to the ad(s) and/or direct solicitations were considered. Bidding firms are encouraged to achieve full or partial DVBE participation. Review the Program Preference section of the bid document for information about the DVBE Incentive that is available to eligible bidders/proposers that achieve participation.
- a) List each DVBE firm that responded with interest to the bidding firm's ad(s), telephone/fax/email contacts, or direct solicitations. If no responses were received, indicate "none," as instructed in Step 5 on page 3.

- b) For each DVBE listed in Step 5 on page 3, indicate if the bidding firm:
- i) WILL USE the DVBE to perform a commercially useful function. For each DVBE that will be used, do the following: Enter the name of the DVBE on the form entitled "Actual DVBE Participation." Indicate whom the DVBE will contract with, the commercially useful function the DVBE will provide or perform. Attach a copy of the DVBE's current DGS certification.
  - ii) WILL NOT USE the DVBE after considering such things as the DVBE's qualifications, availability when needed, capacity to perform/deliver the full range of services/supplies, location or proximity to the service area, results of reference checks, and/or the nature of the services offered by the DVBE or the nature of the goods that the DVBE can supply, etc.

For each DVBE firm that will not be used, indicate, in Step 5 on page 3, the business reason(s) for choosing not to use the DVBE.

If awarded the contract, the Contractor must faithfully use each DVBE identified for use and listed on the form entitled "Actual DVBE Participation" and provide a statement as called for in the Certification of Compliance with DVBE Policy contained in the Bid Documents.