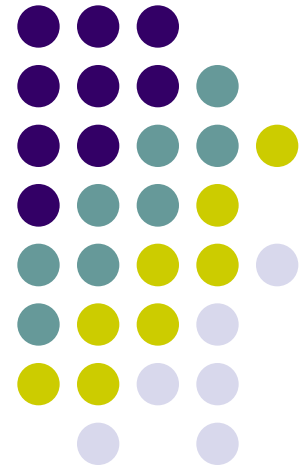




UC San Francisco Supplier Diversity Basics

Module 2: Campus Responsibilities





Supplier Diversity Basics Curriculum

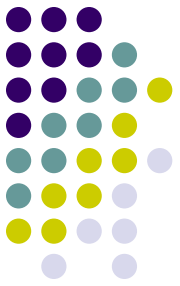
For UC San Francisco Employees

What you need to know:

Module 1: Policy and Regulatory Requirements

Module 2: Campus Responsibilities

Module 3: Federal and State of California Reporting



Module 2: Learning Objectives

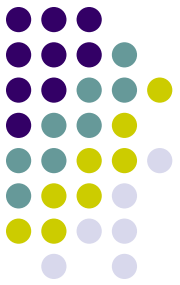
At the end of this session, you will be able to:

- Describe your role (and possible responsibilities) for supporting campus supplier diversity
- Know where to find guidelines on how to develop & provide the documentation for a Small Business Subcontracting Plan
- Access the Explorer tool to find diverse businesses for specific projects
- Find supplier diversity certification flags & information in BearBuy



Engagement is key





Roles & Responsibilities: Procurement & Reporting

At UC San Francisco:

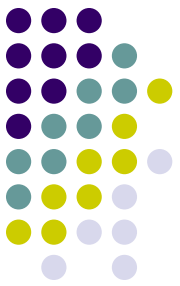
- **For Procurement:** Department purchasing staff with consultation from the Supply Chain person designated to create Small Business Subcontracting Plans
- **For Reporting:** Contracts and Grants staff with consultation from Supply Chain as above



Roles & Responsibilities Creating Small Business Subcontracting Plans

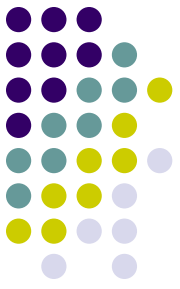
The following staff have roles for federal contracts **exceeding \$700,000**

- Principal Investigator (PI) and Co-Investigators
- Research Administrator, Lab Managers, or Project Managers assigned to the PI
- Supply Chain Management designated personnel, contact bearbuy@ucsf.edu at this time
- Government and Business Contracts (GBC) staff **at UC San Francisco**



The Principal Investigator / Research Administrator

1. Assemble the following documentation:
 - Scope of Work – should be included in proposal documentation
 - Detailed high level budget – see slide 9 for more information
 - PI/Co-PI name(s) and contact information
 - Sub award detail (if applicable)
 - Begin and end dates for the project
2. Determine the dollars that can be spent with small businesses/the business names/their federal classification codes and provide them on a worksheet to GBC



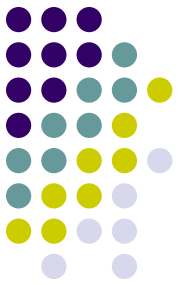
The Principal Investigator & Research Administrator

The following types of goods and services and their dollar amounts described in the [Federal Acquisition Regulations](#) can be purchased from small businesses, given the nature of the project:

- Materials and supplies
- Equipment over \$5,000
- Airfare Travel – currently there are no small business travel agencies in Connexus on either campus

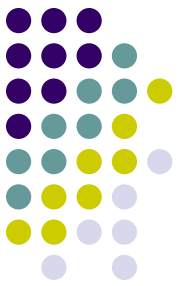
To document these specific small business goods and services:

Use the worksheet available in the Attachments section of the Supplier Diversity webpages



The Principal Investigator

- Reviews and signs the letter stating that the PI:
 - Agrees with the plan's small business utilization goals
 - Is responsible for “making reasonable good faith efforts to achieve the plan goals”
 - Understands that, once approved by the federal agency or another institution, the plan becomes part of the project's contractual obligations
- Notifies or has the Research Administrator notify GBC, when the funding is approved and the contract signed.
- For more information and an example of the letter, see the Federal Requirements page on the Supplier Diversity website

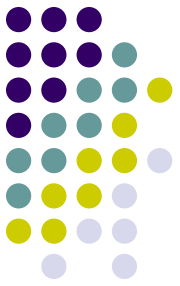


The Principal Investigator / Research Administrator

For EPA Grants – when the PI signs an EPA Cooperative Agreement:

- Agrees to “comply with the requirements of EPA’s Program for utilization of Small, Minority, and Women’s Business Enterprises.”
- Accepts the applicable Fiscal Year “fair share goals” (or objectives) for construction, supplies, services, and equipment purchases which are stated as percentages in the agreement. These goals are included under the Administrative Conditions section of the agreement.

You can find a sample Administrative Conditions item 9. UTILIZATION OF SMALL, MINORITY AND WOMEN’S BUSINESS ENTERPRISES section which addresses the fair share goals on the [EPA Grants: Use of Small & Minority Businesses webpage](#).



The Principal Investigator / Research Administrator

For EPA Grants

- Sends an email to bearbuy@ucsf.edu to set up access for them to use the Explorer tool to find MBEs & WBEs
- Monitors progress and advises purchasing staff which goods and services can be purchased from MBE & WBE businesses

Finding Small & Diverse Businesses

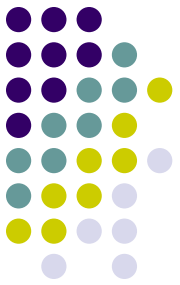
Federal Certification

PIs, RAs, Lab Managers, or Project Managers can search for specific small businesses, which have registered on the [System for Award Management database](#) where the federal government requires all small businesses doing business with federally funded projects to self-certify their businesses.

The screenshot shows the SAM website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right is a login section with fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login section is a 'Create an Account' link. A dark blue navigation bar contains the following menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar are three main content areas:

- CREATE USER ACCOUNT:** Text: "Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information." Button: "Create User Account".
- REGISTER/UPDATE ENTITY:** Text: "You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account." Button: "Register/Update Entity".
- SEARCH RECORDS:** Text: "All entity records from CCR/ FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information." Button: "Search Records".

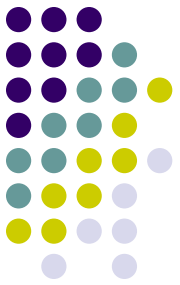
A yellow callout box with a black border points to the "Search Records" button and contains the text: "Click on the far right 'Search Records' button".



Finding Small & Diverse Businesses

Other useful search engines:

- SBA database of certified HUBZone small businesses
http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm
- Veteran and Service Disabled Veteran businesses at VetBiz
<http://www.vip.vetbiz.gov>
- Department of Education for current listings of HBCU/MI institutions at <http://www1.va.gov/nac/>
- Dept of Defense, Western Regional Council at <http://www.dodwrc.org>
- U.S. Dept of Energy, Pacific Northwest National Laboratory at <https://ebs.pnl.gov/>

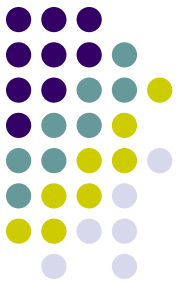


Supplier.io Search Application - Explorer

Great News!

UC has a an agreement with supplier.io, a minority business enterprise, to provide and maintain the Explorer tool which is a supplier diversity database.

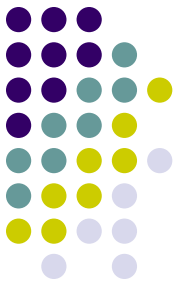
Each UC campus has a designated person who can provide access for anyone on their campuses. Just submit a request to bearbuy@ucsf.edu. It provides an easy-to-use search engine with user friendly style – which will be illustrated on several of the following slides.



Explorer Tool

What can you do with the tool?

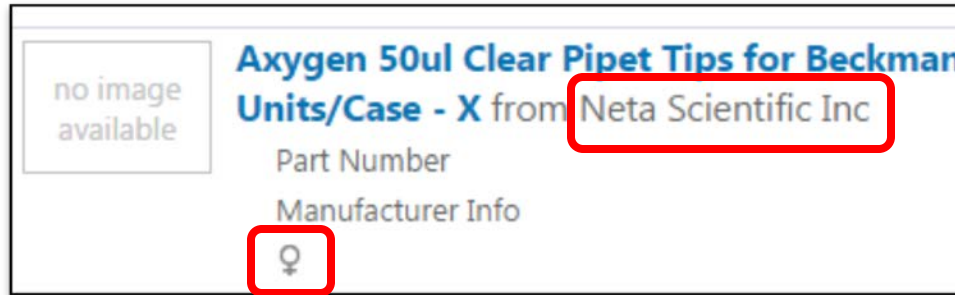
- Find information from over 150 databases which include SAM.gov and State of California
- Search for businesses with keywords, classification types, company names, geographic location, NAICs and more
- Check out the quick guide on our Supplier Diversity website.



Did You Know?

Diverse Businesses Are Identified in BearBuy

- They are flagged with icons that identify their certifications.

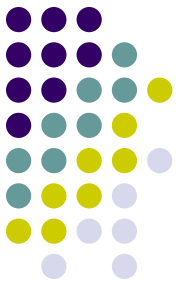


- You can hover over the flag to find out:
 - The source of this certification for Neta Scientific Inc, is the Small Business Administration (SBA) and
 - The type of certification which is associated with the icon. Here: WOSB – Woman Owned Small Business



Did You Know?

Diverse Businesses Are Identified in BearBuy



- You can also filter your search **By Supplier** (name) or **By Supplier Class** (diversity classification). Whenever the supplier's record in a campus vendor database is updated, the diversity information is communicated to BearBuy and a flag is created.

By Supplier

E & K SCIENTIFIC PRODUCTS INC SBE

Neta Scientific Inc ♀

SANTA CRUZ BIOTECHNOLOGY INC SBE

Spectrum Chemicals&Laboratories Products ♀

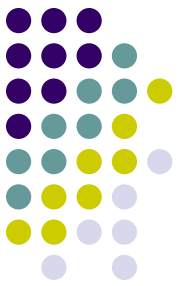
USA SCIENTIFIC INC ♀ [more...](#)

By Supplier Class

SBA/WOSB- SmBus Admin/Woman Owned Sm Business ♀

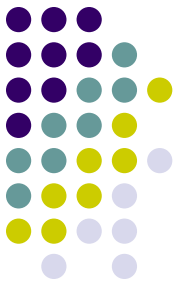
SBA/SB- SmBus Admin/Small Business (no other subcategory) SBE

CAD Science Catalog



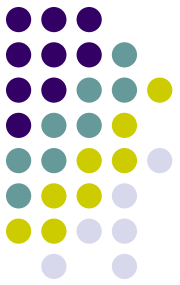
Government & Business Contracts (GBC)

1. Contacts PI & RA when a federal contract or subcontract proposal exceeding \$700,000 is to be submitted by project team and a Small Business Subcontracting Plan (SBSP) must be included in proposal submission
2. Acts as point of contact with Federal Contracting Officer or contractor institution
3. Works with the PI, RA, Lab Manager, or Project Manager to provide documentation to create the SBSP processed by Supply Chain Management (SCM)



Government & Business Contracts (cont'd)

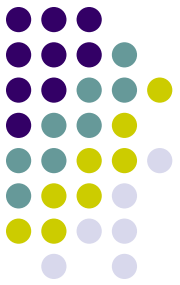
4. Submits the completed proposal package, including the Small Business Subcontracting Plan, to the federal agency or prime contractor or subcontractor
5. Notifies the PI, RA, and SCM when the agreement is signed by UCSF and the funding organization. The funding organization also notifies GBC that the SBSP is accepted and therefore, becomes a contractual obligation.



Supply Chain Management

For Federal Contracts/Subcontracts and EPA Agreements

1. Advises Supply Chain Management leadership and staff to ensure compliance with the Federal Acquisition Regulations (FARS)
2. Consults with PI, RA, or GBC to find small businesses and create the SBSP



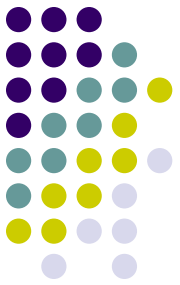
Supply Chain Management

Outreach

Works with small and diverse businesses wishing to do business with the University and Campus departments wishing to purchase from these businesses

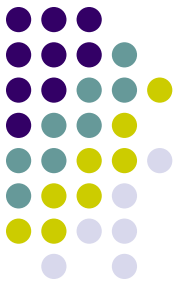
Check out these webpages to learn more:

- The [Supplier Diversity homepage](#)
- The [“To Suppliers Page”](#) which provides numerous resources for suppliers wishing to do business with UCSF.



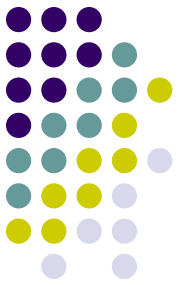
Department Business Officer

- Continuously checks the Supplier Diversity website for updated information
- For staff who purchase materials and supplies, equipment over \$5,000, and travel *for federal contracts over \contracts over \$700,000*
- Shows them the small business utilization goals defined in the contract's Small Business Subcontracting Plan
- Assists the PI in monitoring purchases from small businesses to make progress toward the small business utilization goals
- Tracks the use of small, minority and woman-owned businesses during the course of federal contracts and EPA Grants



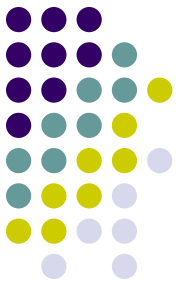
Quick Assessment: Module 2

- **What have you learned about roles and responsibilities?**
 - Answer the questions on the following slides to assess the knowledge you have acquired



Module 2 Question 1

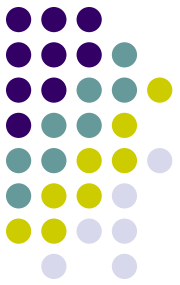
1. Which of the roles listed below are critical for developing Small Business Subcontracting Plans?
 - a. Research Administrator
 - b. Principle Investigator
 - c. Supply Chain Management
 - d. All of the above



Module 2 Question 1 - Correct Answer

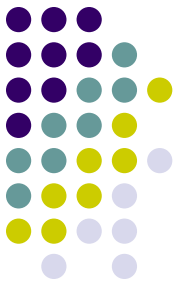
The correct answer is d: all of the above

- a. Principle Investigator**
- b. Research Administrator**
- c. Supply Chain Management**



Module 2 Question 2

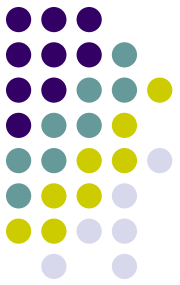
2. ISRs and SSRs are filed by:
 - a. Government and Business Contracts (Supply Chain Management as Consultant)
 - b. The PI
 - c. Supply Chain Management
 - d. Contracts and Grants



Module 2 Question 2 - Correct Answer

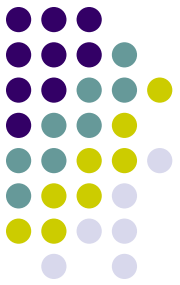
The correct answer is **c. Supply Chain Management**

Note this includes running Oracle PeopleSoft queries and then entering the data into the federal Electronic Subcontracting Reporting System (eSRS).



Module 2 Question 3

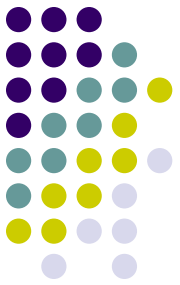
3. What data must be provided in order to complete the Small Business Subcontracting Plan?
 - a. Scope of Work
 - b. Detailed budget
 - c. PI/Co-PI Name(s) and contact information
 - d. Subaward detail (if applicable)
 - e. All of the above



Module 3 Question 3 – Correct Answer

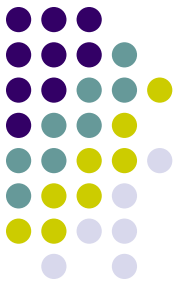
The correct answer is **e. All of the above**

In order to complete the required information all of these documents must be provided. Refer to the slides in this module which describe them.



Module 2 Question 4

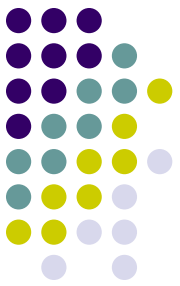
3. Which campus entity is required to monitor minority (MBE) and woman-owned business enterprise (WBE) progress toward fair share objectives on an EPA Cooperative Agreement?
 - a. Supply Chain Management
 - b. Principal Investigator
 - c. Government and Business Contracts



Module 2 Question 4 - Correct Answer

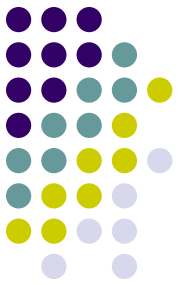
The correct answer is **b. Principal Investigator**

Review the slide in this module that explains that the PI agrees to the terms by signing the EPA agreement and must monitor the progress made toward the fair share goals as part of that agreement.



Module 2 Question 5

5. How can a department Business Officer promote the use of small businesses?
 - a. Monitor purchases for small business utilization
 - b. Assist staff in using the Explorer tool
 - c. Communicate the small business utilization goals (set in Small Business Subcontracting Plans or the Fair Share Objectives in EPA Grants) to staff
 - d. Stay current on Supplier Diversity website information
 - e. All of the above



Module 2 Question 5 - Correct Answer

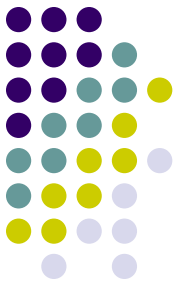
The correct answer is **e. All of the above.**

Review the slides in this module that describes Business Officer responsibilities



Don't Forget Campus Resources

[Supplier Diversity Program webpages](#) within the Do Business with **UCSF** website.



Module 2: Learning Objectives

We hope that you now:

- Can describe your role and responsibilities for supporting campus supplier diversity
- Know where to find guidelines on how to develop & provide the documentation for a Small Business Subcontracting Plan
- Have accessed or requested access to the Explorer tool to find diverse businesses for specific projects or procurement needs
- Know how to find supplier diversity certification flags and information in BearBuy