



DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION Incentive Program

The Lottery recognizes disabled veterans for their service by establishing a Disabled Veteran Business Enterprise (DVBE) Participation Program. The program is intended to further veterans' participation in Lottery contracting, promote competition and encourage greater economic opportunity.

The Lottery has established participation goals for DVBEs, as defined in the California Military and Veterans Code, of at least 3% of overall dollars expended for Lottery contracts annually. The Lottery determines whether to include DVBE participation requirements in specific solicitations based on the availability of contracting or subcontracting opportunities within the scope of services of the particular contract.

While the Lottery has not established a DVBE participation requirement for this solicitation, in order to encourage DVBE participation, the Lottery has applied a DVBE incentive as follows:

<u>Confirmed DVBE Participation</u>	<u>DVBE Incentive</u>
5% or Over	5%
4% to 4.99%	4%
3% to 3.99%	3%
2% to 2.99%	2%
1% to 1.99%	1%

A Bidder may achieve participation by qualifying as a DVBE and/or by contracting with DVBE subcontractors. DVBEs must perform a commercially useful function, excluding media placement costs, related to the bid specifications as required by Military and Veterans Code section 999 (b)(5)(B). The Lottery will determine whether Bidders have achieved qualifying levels of participation by comparing each Bidder's verified DVBE percentage to the Bidder's Price Sheet.

The incentive is applied in determining the lowest monetary bid or best value by reducing the qualified Bidder's price by the amount of the incentive as computed based on the lowest price submitted by a responsive Bidder. This reduction is applied solely for evaluation purposes. However, where the Bidder with the lowest monetary bid or best value, prior to application of the incentive, is a California certified small business, only other certified small businesses will be eligible to receive the incentive bonus. If after application of incentives, two or more responsive bids tie for lowest monetary bid or best value, the contract will be awarded to the Bidder with the highest level of DVBE participation.

A DVBE may also qualify as a small business if it independently meets the Small and Micro Business Participation Program requirements. (See Attachment: "Small and Micro Business Participation")



DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION Incentive Program

For certification purposes, a “disabled veteran” must be a veteran of the U.S. military, naval, or air service, have a service-connected disability of 10% or more, and reside in California.

To be eligible for certification as a Disabled Veteran Business Enterprise:

- At least 51% of the business must be owned by one or more disabled veterans;
- Daily business operations must be managed and controlled by one or more disabled veterans; and
- The home office must be located in the United States. (The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.)

In order to count toward DVBE participation, DVBEs must be certified as such by the Department of General Services at the time the bid is submitted to the Lottery. Bidders must submit with their bids (1) a copy of the DVBE certification for each DVBE and (2) the attached DVBE forms, completed and signed as indicated. Contact the Department of General Services, Office of Small Business and DVBE Services with certification questions or visit DGS’s Website at www.dgs.ca.gov.

During the term of the Contract, the successful Bidder must provide annual DVBE reports to the Lottery’s Contract Development Services Section showing DVBE participation at the levels committed to in the bid documents. In addition, the successful Bidder must provide a final report at the end of the Contract.

Instructions:

Bidders must complete “Subcontractors to be Utilized” section for each DVBE subcontractor to be counted toward DVBE participation and include the form as part of their bids. [Please duplicate the page for additional DVBE businesses.] Any Bidder that is a certified DVBE and wishes to be counted toward DVBE participation must complete “DVBE Bidder” section and submit it as part of its bid.

For questions regarding these instructions or attachments, please contact the Lottery’s Small and DVBE Program Specialist at (916) 822-8069.



**DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION
Incentive Program**

SUBCONTRACTORS TO BE UTILIZED

This form must be completed and signed by the Bidder and the DVBE subcontractor to be utilized. Please duplicate this page for additional DVBE businesses.

Name of DVBE: _____

DVBE Certification: # _____

DVBE Contact Person: _____

DVBE Street Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ **Fax:** _____

Goods/Services to be provided:

Percentage Participation: _____ % (percent of the total contract price to be paid to the DVBE subcontractor for goods and/or services identified above)

By signing below, the Bidder indicates its intent to utilize the DVBE identified above as a supplier/subcontractor of the goods and/or services indicated, for the dollar amount represented by the percentage set forth above. The Bidder also certifies that all information contained herein is true and correct. This form must be signed by a person legally authorized to contractually bind the Bidder.

Bidder's Authorized Signature: _____ **Date:** _____

Name of Person Signing: _____

Company Name: _____

By signing below, the DVBE certifies it has submitted a bid to the above-referenced Bidder and is ready, willing, and able to provide the goods and/or services identified above. This form must be signed by a person legally authorized to contractually bind the DVBE.

DVBE's Authorized Signature: _____ **Date:** _____

Name of Person Signing: _____

Company Name: _____



**DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION
Incentive Program**

DVBE BIDDER

Bidder must complete and sign this form if Bidder is a DVBE and intends to count goods and/or services it provides towards DVBE participation on this contract.

Bidder's Name: _____

DVBE Certification: # _____

Contact Person _____

Goods/Services to be provided:

Percentage Participation: % (percent of the total contract price represented by the goods/services to be provided by the DVBE Bidder (pass-through goods and/or services do not count))

By signing below, the Bidder indicates that it will provide the goods and/or services indicated for the dollar amount represented by the percentage set forth above. The Bidder also certifies that all information contained herein is true and correct. This form must be signed by a person legally authorized to contractually bind the Bidder.

Bidder's Authorized Signature: _____

Date: _____

Name of Person Signing: _____

Company Name: _____