

Notes for Recorder/Announcer are on the following page.

Notes for Recorder/Announcer:

ACRONYMS:

SBE = Small Business Enterprise

NSB=Non-Small Business committing to subcontract 25% of its contract amount to small businesses.

NOTES:

1. Award formula for Small Business = Bidder's "Composite Score in \$" less 5% of "Lowest Composite Score in \$" (NTE \$50,000 on bids of \$1,000,000 or more).

a. The SBE preference calculation is based on the lowest bidder. But if the lowest bidder is a CA certified SBE, no SBE preferences are calculated. Replace the SBE preference amounts with \$0.

If there are 3 bidders (one NSB, one SBE, one neither SBE or NSB), and the lowest bidder is neither SBE or NSB, calculate the SBE preference for the SBE only; if SBE becomes lowest bidder, do not calculate preference for NSB. "Application of the the NSB Preference may not be used to displace a certified small/micro business bidder." The NSB preference is not applied, and the award goes to the SBE. [citation SB/DVBE Advocate Toolkit, Chapter 5, Small Business Program]

b. If, prior to applying SBE preference (Col. G), the lowest bidder is a CA certified SBE, then: the low bidder SBE may only be displaced by another SBE; do not calculate the SBE preference for any bidders—replace the SBE preference amount with \$0; the only bidders eligible for the DVBE incentive are other CA certified SBEs; for the other non-SBE bidders, replace incentive amount with \$0.

c. The Small Business Preference combined with the DVBE Incentive may not exceed \$100,000.

2. **If campus is making multiple awards in this solicitation**, campus will use a separate abstract for each award. In this sample, campus will award three contracts.

"Abstract of Bids 1st Award" would record the bids for all eight bidders, and Company 6 is determined to be low bidder on Abstract of Bids 1st Award.

"Abstract of Bids 2nd Award" will list the seven remaining bidders from Abstract of Bids 1st Award, and Company 5 is determined to be low bidder on Abstract of Bids 2nd Award.

"Abstract of Bids 3rd Award" will list the six remaining bidders from Abstract of Bids 2nd Award, and Company 1 is determined to be the low bidder on Abstract of Bids 3rd Award.

For your bid, save this abstract on your desktop for reference, and delete tabs "Abstract of Bids 2nd Award" and "Abstract of Bids 3rd Award". Then enter data into "Abstract of Bids 1st Award" to prepare first award. Once you have completed the Abstract of Bids 1st Award with all bidders and have determined low bidder, you will need to create the 2nd award Abstract of Bids. An easy way to accomplish this would be to right click on the Abstract of Bids, click on "Move or Copy", then select "move to end" and check the box marked "Create a copy". Then rename that worksheet Abstract of Bids 2nd Award, and select the row with the winners information, and clear contents, so that you have the remaining seven bidders left. Repeat this process to create Abstract of Bids 3rd Award, listing the remaining six bidders.

3. In its construction contracts, CSU grants a DVBE bid incentive for bid evaluation purposes only to bidders proposing to exceed the required 3% DVBE participation.

The DVBE incentive is added to the required 3% participation as follows:

1% (=total of 4.00% to 4.99% DVBE participation), 2% (=total of 5.00% to 5.99% DVBE participation) or 3% (=total of 6.00% or more DVBE participation) of the "Lowest Composite Score in \$". Reference also Note 1-b above.

4. "Required Inclusions in Bids" (Cols. Q-W) has been provided so that the Campus Recorder/Announcer may check off these documents as the bid is opened.