**University of California, Santa Barbara**

**Consultant Profile Form**

**INSTRUCTIONS:** To be completed by all firms or individuals proposing to do business with UCSB. Complete, sign and return the first two pages of this form to: Contracting Services; 6789 Navigator Way, 2nd Floor, Goleta CA 93117 or via email at contracts.requests@dcs.ucsb.edu.

For UCSB only (do not write in this area) Reviewed by: Date: Updated & Entered:

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| GENERAL INFORMATION |
| FIRM NAME: |
| PRIMARY **(MAILING)** ADDRESS, CITY, STATE ZIP:  |
| SECONDARY ADDRESS (if different from street address):  |
| MAILING ADDRESS USED: [ ]  PRIMARY [ ]  SECONDARY |
| EMPLOYER IDENTIFICATION NUMBER (EIN)  **Note: This is not your Social Security Number[[1]](#footnote-1)** |
|  |
| CONTACT INFORMATION |
| CONTACT PERSON:  |
| TELEPHONE NO.:  | Facsimile NO.:  |
| E-MAIL:  |
| INTERNET/WEBPAGE ADDRESS:  |
| Are any of the owners or owners’ relatives currently employed by the University of California?[ ]  Yes [ ]  No If YES, please provide the following details on an attached sheet of paper: name(s), department(s) and relationship(s).  |
| FIRM INFORMATION |
| **INDICATE DOLLAR RANGE OF PROJECTS** (construction value) in which your firm would be interested: (Check all that apply): [ ]  Up to $50,000 [ ]  $50,001 - $300,000 [ ]  $300,000 - $1,000,000 [ ]  $1,000,000 - $5,000,000 [ ]  $5,000,000 - $20,000,000 [ ]  over $20,000,000 |
| **AREAS OF EXPERTISE** (example laboratory work, dormitories, classrooms, peer review, hazard mitigation, etc.)  |
| **EXPERTISE** – Registration Number      Of the following areas of expertise, which is your primary area: D- . Check all others that apply:

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| [ ]  D1001[ ]  D1002[ ]  D1003[ ]  D1004[ ]  D1005[ ]  D1006[ ]  D1007[ ]  D1008[ ]  D1009 | ArchitectureBuilding/Facilities ProgrammingCivil EngineeringCost EstimatingElectrical EngineeringEngineeringGeotechnical EngineeringInspection/TestingInterior Design; Space Planning | [ ]  D1010[ ]  D1011[ ]  D1012[ ]  D1013[ ]  D1014[ ]  D1015[ ]  D1016[ ]  D1017[ ]  D1018 | Landscape ArchitectureMechanical EngineeringMechanical/Electrical/Plumbing EngineeringPeer ReviewPlanning (Community, Regional, Area wide & StatePlanning (Site, Installation, & Project)Project &/or Construction Management, SchedulingStructural EngineeringOther:       |

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**University of California, Santa Barbara Consultant Profile Form**

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| GENERAL FIRM INFORMATION continued |
| **PRINCIPALS (P) and ASSOCIATES (A)** Check (P) or (A) for each. Include additional pages if required |
| Name | P | A | Degree or Certificate | Professional License No. |
|  | [ ]  | [ ]  |  |  |
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| OWNERSHIP INFORMATION**The information listed below is for statistics on utilization of such businesses and is part of our outreach program, this information is not for publication and will be kept confidential** |
| OWNERSHIP OF BUSINESS: (Check One) if “**Corporation**” is selected, please **provide** the State[ ]  Corporation State       [ ] Partnership [ ] Individual/Sole Proprietorship [ ]  Joint Venture [ ]  LLCYear Firm Established       |
| Owner Status - Business is at least **51%** Owned, Controlled, and Actively Managed by (Check all boxes that best describe your firm’s ownership and business categories that apply, refer to **Page 3 for definitions**: |
| REQUIRED | [ ]  LARGE BUSINESS ENTERPRISE (LBE)[ ]  LBE – Woman Owned[ ]  LBE - Male Owned | [ ]  SMALL BUSINESS ENTERPRISE (SBE)[ ]  SBE – Woman Owned[ ]  SBE – Male Owned |
| Select **one** of the following 3, if applicable | [ ]  DISADVANTAGED BUSINESS ENTERPRISE (DBE) | [ ]  DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) | [ ]  WOMEN-OWNED BUSINESS ENTERPRISE (WBE) |

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| Owner Status Categories: (Check the boxes that best describe your firm’s ownership:[ ]  Asian/Indian, Asian/Pacific American [ ]  White Caucasian American[ ]  Black African American [ ]  Disabled Veteran[ ]  Hispanic American [ ]  Socially & Economically Disadvantaged[ ]  Native American Indian [ ]  Other:       |

### PRIVACY NOTIFICATIONS

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply information about themselves:

Failure to provide all requested information may delay or prevent evaluation of your firm’s ability to do business with the University.

I hereby certify under penalty of perjury under the laws of the State of California that I have read this application and know the contents thereof, and that the business category and ethnicity indicated above reflect the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19, pertaining to small, disadvantaged, woman-owned, and disabled veteran-owned business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding, or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to five years and the imposition of any civil penalties allowed by law. In addition, I understand that this business must notify the University of California in writing 30 days in advance of any changes in size, ownership, control, or operation which may affect this business’s continued eligibility as an SBE, DBE, WBE, DVBE, SDBE, SWBE or SDVBE.

**Note: If you submit this profile form electronically, your submission of this form will be considered as to represent your signature and you may be asked to sign a hard copy at a later date.**

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| NAME OF BUSINESS: |  |
| NAME: |  |  | TITLE: |  |
| SIGNATURE: |  |  | DATE: |  |

DEFINITIONS

**LARGE BUSINESS ENTERPRISE (LBE**): A business whose AVERAGE GROSS RECEIPTS, taken for the last 3 fiscal years (total revenue compiled over the 3-year period divided by 3), EXCEED $2,500,000 PER YEAR.

**SMALL BUSINESS ENTERPRISE (SBE)**: A business whose AVERAGE GROSS RECEIPTS, taken for the last 3 fiscal years (total revenue compiled over the 3-year period divided by 3), DO NOT EXCEED $2,500,000 PER YEAR.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**: A business which is at least 51% owned by one or more socially and economically disadvantaged individuals, or, in the case of a publicly owned business, a business concern for which at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups **(Asian/Indian Americans, Asian/Pacific Americans, Black/African Americans, Hispanic Americans, Native Americans)** are to be considered socially and economically disadvantaged.

**WOMAN-OWNED BUSINESS ENTERPRISE (WBE)**: A business that is at least 51% owned by a woman or women who also control and operate it. “Control” in this context means exercising the power to make policy decisions. “Operate” in this context means being actively involved in the day-to-day management.

**DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)**: A business that is at least 51% owned by one or more disabled veterans, or, in the case of a publicly owned business, a business concern for which at least 51% of the stock is owned by one or more disabled veterans and whose management and daily business operations are controlled by one or more such individuals. A Disabled Veteran, in this context, is a veteran of the military, naval, or air service of the United States with a service-connected disability residing in the State of California. To qualify as a veteran with a service-connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

INSURANCE REQUIREMENTS

**TYPES OF INSURANCE**

1. Insurance company must complete University’s Certificate of Insurance form. If Consultant’s insurance company refuses to use the University form, it must provide a Certificate of Insurance (and endorsements if needed) evidencing compliance including University’s Certificate of Insurance form Special Provisions 1 - 3.

For a copy of the University insurance certificate form see:

<https://www.dfss.ucsb.edu/design-construction-services/contracting-services/forms-templates>

UNIVERSITY OF CALIFORNIA DIRECTORY

#### CONTACT ANY OF THE UNIVERSITY CAMPUSES LISTED BELOW WITH WHICH YOU WISH TO DO BUSINESS

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| ***BERKELEY CAMPUS***University of California Capital Projects1936 University Avenue, 2nd Floor Berkeley, CA 94720-1380(510) 643-7659 Fax 643-7271http://www-pdc.berkeley.edu/ | ***IRVINE CAMPUS***Design and Construction ServicesUniversity of California3500 Berkeley PlaceIrvine CA 92697-2450(949) 824-6630 Fax 824-8096Information Line: (949) 824-8117 | ***SANTA BARBARA CAMPUS***Campus Design & FacilitiesUniversity of California6789 Navigator Way, 2nd FloorGoleta, CA 93117contracts.requests@dcs.ucsb.edu |
| ***BERKELEY CAMPUS***Physical Plant - Campus ServiceUniversity of California2000 Carleton street, Room 130Berkeley, CA 94720-1384(510) 642-0447 Fax 643-8990http://physicalplant.berkeley.edu/home.asp | ***LOS ANGELES CAMPUS***Capital Programs-Contract AdministrationUniversity of California1060 Veteran Avenue, Room 125Los Angeles CA 90024-1365(310) 825-7014Fax 206-4247<http://www.capital.ucla.edu> | ***SANTA CRUZ CAMPUS***Physical Planning and ConstructionUniversity of California1156 High Street, Barn GSanta Cruz, CA 95064-1077(831) 459-2366 Fax 459-5517Information Line: (831) 459-5540 |
| ***DAVIS CAMPUS*****Division of Agriculture & Natural Resources**Office of Facilities Planning and MgmntUniversity of CaliforniaOne Shields AvenueDavis CA 95616-8593(530) 752-2841 Fax 752-2196 | ***MERCED CAMPUS***Physical PlanningUniversity of CaliforniaP.O. Box 2039Merced CA 95344(209) 724-4460 Fax 724-4468<http://www.ucmerced.edu/campus_planning/rfp/> | ***LAWRENCE BERKELEY NATIONAL LABORATORY***1 Cyclotron Road, MS 937-200Berkeley CA 94720-0528(510) 486-4506 Fax 486-4380Information Line: (510) 486-4571http://procurement.lbl.gov |
| ***DAVIS CAMPUS***Architects & EngineersUniversity of CaliforniaOne Shields AvenueDavis CA 95616-8527(530) 752-7839 Fax 752-7866http://www.ae.ucdavis.edu | *RIVERSIDE CAMPUS*Office of Design and ConstructionUniversity of California3615A Canyon Crest DriveRiverside CA 92507(909) 787-4201 Fax 787-3890http://pdc.ucr.edu | ***LAWRENCE LIVERMORE NATIONAL LABORATORY***Business Affirmative Action OfficeProcurement & Material7000 East Avenue, Mail Stop L-650Livermore CA 94550(925) 422-4816 Fax 422-3253<http://www.llnlgov/procurement/> |
| ***DAVIS CAMPUS***Facilities-Operations & Maintenance - Contract ServicesUniversity of CaliforniaOne Shields AvenueDavis CA 95616-8606(530) 752-2740 Fax 752-9893http://www.facilities.ucdavis.edu | *SAN DIEGO CAMPUS*Facilities Design & Construction Contracts DepartmentUniversity of California9500 Gilman Drive, Mail Code 0916LaJolla CA 92093-0916(858) 534-1984 Fax 534-5633<http://fdc.ucsd.edu> | ***LOS ALAMOS NATIONAL LABORATORY***Small Business OfficeP.O. Box 1663, Mail Stop P203Los Alamos NM 87545(505) 667-4410 Fax 667-9819Toll Free: 1-800-472-9861http://bus.lanl.gov/bus5/vendor/vrhome.htm |
| Davis Medical CenterFacilities Design & ConstructionUniversity of California 4800 Second Avenue, Suite 3010Sacramento CA 95817-8026(916) 734-7024 Fax 734-7751Information Line: (916) 734-7024 | *SAN FRANCISCO CAMPUS*Capital Project & Facilities ManagementUniversity of California3130 20th StreetSan Francisco CA 94110(415) 476-4754 Fax 476-6503<http://www.fm.ucsf.edu> |  |

1. Effective July 1, 2003, Public Contract Code section 10518 requires that each Consultant have an Employer Identification Number (EIN). To comply with the statute, the University has determined that each consultant will use the EIN, which is issued by the Internal Revenue Service as his or her assigned consultant identification number.

The Employer Identification Number can be obtained via the IRS website http://www.irs.gov/businesses/small/index.html. [↑](#footnote-ref-1)