**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](mailto:contracts.requests@dcs.ucsb.edu).

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

|  |  |
| --- | --- |
| 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:   |  |  |  |  | | --- | --- | --- | --- | | D1001  D1002  D1003  D1004  D1005  D1006  D1007  D1008  D1009 | Architecture  Building/Facilities Programming  Civil Engineering  Cost Estimating  Electrical Engineering  Engineering  Geotechnical Engineering  Inspection/Testing  Interior Design; Space Planning | D1010  D1011  D1012  D1013  D1014  D1015  D1016  D1017  D1018 | Landscape Architecture  Mechanical Engineering  Mechanical/Electrical/Plumbing Engineering  Peer Review  Planning (Community, Regional, Area wide & State  Planning (Site, Installation, & Project)  Project &/or Construction Management, Scheduling  Structural Engineering  Other: | | |

**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  LLC  Year 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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 Projects  1936 University Avenue, 2nd Floor  Berkeley, CA 94720-1380  (510) 643-7659 Fax 643-7271  http://www-pdc.berkeley.edu/ | ***IRVINE CAMPUS***  Design and Construction Services  University of California  3500 Berkeley Place  Irvine CA 92697-2450  (949) 824-6630 Fax 824-8096  Information Line: (949) 824-8117 | ***SANTA BARBARA CAMPUS***  Campus Design & Facilities  University of California  6789 Navigator Way, 2nd Floor  Goleta, CA 93117  [contracts.requests@dcs.ucsb.edu](mailto:contracts.requests@dcs.ucsb.edu) |
| ***BERKELEY CAMPUS***  Physical Plant - Campus Service  University of California  2000 Carleton street, Room 130  Berkeley, CA 94720-1384  (510) 642-0447 Fax 643-8990  http://physicalplant.berkeley.edu/home.asp | ***LOS ANGELES CAMPUS***  Capital Programs-Contract  Administration  University of California  1060 Veteran Avenue, Room 125  Los Angeles CA 90024-1365  (310) 825-7014Fax 206-4247  <http://www.capital.ucla.edu> | ***SANTA CRUZ CAMPUS***  Physical Planning and Construction  University of California  1156 High Street, Barn G  Santa Cruz, CA 95064-1077  (831) 459-2366 Fax 459-5517  Information Line: (831) 459-5540 |
| ***DAVIS CAMPUS***  **Division of Agriculture & Natural Resources**  Office of Facilities Planning and Mgmnt  University of California  One Shields Avenue  Davis CA 95616-8593  (530) 752-2841 Fax 752-2196 | ***MERCED CAMPUS***  Physical Planning  University of California  P.O. Box 2039  Merced CA 95344  (209) 724-4460 Fax 724-4468  <http://www.ucmerced.edu/campus_planning/rfp/> | ***LAWRENCE BERKELEY NATIONAL LABORATORY***  1 Cyclotron Road, MS 937-200  Berkeley CA 94720-0528  (510) 486-4506 Fax 486-4380  Information Line: (510) 486-4571  http://procurement.lbl.gov |
| ***DAVIS CAMPUS*** Architects & Engineers University of California  One Shields Avenue  Davis CA 95616-8527  (530) 752-7839 Fax 752-7866  http://www.ae.ucdavis.edu | *RIVERSIDE CAMPUS* Office of Design and Construction  University of California  3615A Canyon Crest Drive  Riverside CA 92507  (909) 787-4201 Fax 787-3890  http://pdc.ucr.edu | ***LAWRENCE LIVERMORE NATIONAL LABORATORY***  Business Affirmative Action Office  Procurement & Material  7000 East Avenue, Mail Stop L-650  Livermore CA 94550  (925) 422-4816 Fax 422-3253  <http://www.llnlgov/procurement/> |
| ***DAVIS CAMPUS*** Facilities-Operations & Maintenance - Contract Services University of California  One Shields Avenue  Davis CA 95616-8606  (530) 752-2740 Fax 752-9893  http://www.facilities.ucdavis.edu | *SAN DIEGO CAMPUS* Facilities Design & Construction  Contracts Department  University of California  9500 Gilman Drive, Mail Code 0916  LaJolla CA 92093-0916  (858) 534-1984 Fax 534-5633  <http://fdc.ucsd.edu> | ***LOS ALAMOS NATIONAL LABORATORY***  Small Business Office  P.O. Box 1663, Mail Stop P203  Los Alamos NM 87545  (505) 667-4410 Fax 667-9819  Toll Free: 1-800-472-9861  http://bus.lanl.gov/bus5/vendor/vrhome.htm |
| Davis Medical Center Facilities Design & Construction  University of California  4800 Second Avenue, Suite 3010  Sacramento CA 95817-8026  (916) 734-7024 Fax 734-7751  Information Line: (916) 734-7024 | *SAN FRANCISCO CAMPUS* Capital Project & Facilities Management  University of California  3130 20th Street  San 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)