Green Cal Poly Logo on white background

Contract, Procurement, and Risk Management  
San Luis Obispo, CA 93407-0121

805-756-2232 – Fax 805-756-6500

purchasing@calpoly.edu

Date:

Vendor Name:

Street Address:

City, State Zip:

RE: Becoming a State of California CERTIFIED Small Business Enterprise (SBE)  
and/or  
a State of California CERTIFIED Disabled Veteran Business Enterprise (DVBE)

Dear Vendor:

Cal Poly is currently working to strengthen its base of State of California Certified Small and Disabled Veteran business enterprises.

Cal Poly has a goal to spend 25% of its annual budget with Certified State of California Small Businesses. Cal Poly also has a mandate to spend 3% of its annual budget with Certified State of California Disabled Veteran Business Enterprises.

Cal Poly is committed to reach these goals by awarding the majority of its purchase orders and contracts to the lowest priced qualified contractor that is also a State of California Certified Small Business and/or a Certified Disabled Veteran Business Enterprise.

See the attached SBE/DVBE Certification Benefits document from the State of California’s Department of General Services (DGS).

**APPLY FOR CERTIFICATION TODAY!**

Please contact me if you have questions at [lkirklin@calpoly.edu](mailto:lkirklin@calpoly.edu) or 805-756-5455.

Sincerely,

Leah Kirklin, Buyer III  
SBE & DVBE Advocate for Commodities and Services  
Contracts, Procurement & Risk Management

Attachment