

APPENDIX B

**POLICY FOR INCREASING THE
PARTICIPATION OF SMALL,
MINORITY, VETERAN-OWNED
AND WOMEN-OWNED
BUSINESSES**

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I PURPOSE AND SCOPE OF PROGRAM

A. Purpose

This policy reflects the commitment of Arlington County to increase opportunity for utilization of small, minority and veteran-owned firms in all aspects of procurement.

B. Definitions

1. Small business:

For the purposes of this program, a small business concern is one which, regardless of ownership or control:

- a. does not exceed fifty (50) employees
- b. gross annual income does not exceed \$2 million.
- c. is independently owned and operated (not subsidiary of another firm)
- d. is not dominant in its field of operation

2. Minority and Women-Owned Businesses:

A business entity which is operated and controlled by a minority.

- a. The terms "operated and controlled" shall mean that the managerial and official staff of this entity shall be comprised of minority persons, sufficient in ratio and gross earnings to demonstrate that the business transactions are, in fact, controlled by minority persons; and that the primary power, direct or indirect, to influence the management of this entity shall rest with minority persons or a corporation, partnership, or sole proprietorship in which minority persons collectively own, operate, control and share in earnings of 51 percent or more of such an enterprise.
- b. A minority person shall mean Black; Hispanic; Asian or Pacific Islanders; American Indians or Alaskan Natives; and women, regardless of race or ethnicity.

C. Policy

It is the policy of Arlington County to:

- 1. Actively promote the procurement of goods and services from small minority enterprises.
- 2. Actively work towards the attainment of this objective, through education and outreach to increase competition, maximizing the value received for the money expended on goods and

services purchased by the County. The primary focus of these education and outreach efforts will be those small/minority firms which are, or could potentially be, taxpayers of Arlington County.

3. Assure that small and minority businesses are solicited as part of eVA registrations by using multiple commodity codes;
4. When economically feasible and legally permissible, divide total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation;
5. Where the requirement permits, establish delivery schedules which will encourage participation by small and minority business;
6. Use the services and assistance of the United States Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce of the Commonwealth of Virginia and all other resources identified as promoting the interest of small and minority business.

II RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION

A. General Responsibilities

The development and execution of policy for the Small and Minority Business Program will be a function of the Purchasing Agent, under the broad direction of the County Manager.

1. County Manager Responsibilities:

The County Manager will have the overall responsibility for approval of any policies set forth by staff concerning the Small and Minority Business Enterprise Program. The County Manager will review the progress towards attaining the objectives of the program and ensure that County departments understand and are committed to the objectives of the program.

2. Purchasing Agent Responsibilities:

- a. The Purchasing Agent will have primary responsibility for the development, management and implementation of the Small and Minority Business Program.
- b. The Purchasing Agent will be responsible for:
 - (1) Developing and implementing techniques to ensure that small and minority business enterprises shall have the maximum practicable opportunity to participate in every procurement activity.
 - (2) Contacting and making potential small and minority business enterprises aware of the County's procurement regulations.
 - (3) Following the method for registration of small and minority firms through eVA, or the County's procurement system or process.
 - (4) Incorporating into the standard terms and conditions of County procurement and construction contracts provisions for bidders to indicate whether they are

or are not minority businesses as defined above; and

- (5) Reporting to the County Manager on the progress of the Small and Minority Business Enterprise Program.
- (6) Maintaining records of major contracts awarded to minority firms, including the dollar amounts.
- (7) Be responsible for the day to day administration of the Small and Minority Business Enterprise Program which shall include responsibility for:
 - a. Implementing and monitoring the County's Small and Minority Business Enterprise Program.
 - b. Informing the Small and Minority Business Community of goods and/or services needed by the County, allowing sufficient time for preparation of bids and quotations.
 - c. Working directly with County, Regional, State and Federal organizations involved in similar education and outreach programs for Small and Minority businesses to obtain advice and assistance.
 - d. Explaining the County's Small and Minority Business Enterprise Program requirements and responding to questions from contractors.
 - e. Planning and participating in training seminars for the purpose of informing potential small and minority bidders of the County Program and of business opportunities available.
 - f. Encouraging participation of small and minority businesses in the procurement process.
 - g. Participating to the maximum extent possible in all local and regional small and minority purchasing fairs.
 - h. Conducting workshops and seminars at appropriate times, to familiarize the small and minority business community with the workings of the County.
 - i. Periodically reviewing and analyzing County requirements for goods and services with a view toward increasing the availability of work which would be within the performance capabilities of small and minority business firms.
 - j. Ensuring that the terms and conditions of County Request for Proposals (RFP) and Invitation to Bid (ITB) are stringent enough to protect the County's interests, but not so stringent as to disqualify new and/or marginally capitalized businesses from bidding on contracts within their capabilities, thus unnecessarily limiting competition.