

FINANCIAL MANAGEMENT

Policy 30901: Minority-Owned, Women-Owned and Small Business Participation Plan

1.0 Purpose

This document sets forth policy and procedures governing the implementation and participation of small businesses and businesses owned by women and minorities in procurement transactions with Germanna Community College. The purpose of this document is to establish college-wide compliance with state regulations regarding the procurement of goods and services from small businesses and minority and women-owned businesses.

Germanna Community College is committed to the establishment, preservation and strengthening of businesses owned by women, minorities and small businesses.

These businesses will be encouraged to participate in the procurement activities of Germanna Community College and records will be maintained documenting such participation.

Germanna Community College will encourage its contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts and other contractual opportunities.

2.0 Policy

2.1 It is the policy of Germanna Community College to facilitate the participation of small businesses and businesses owned by women and minorities in procurement transactions. Germanna Community College will seek the assistance of the Department of Minority Business Enterprise, Virginia Women's Business Enterprise, Department of General Services, eVA, and the United States Small Business Administration in establishing a listing of qualified small businesses and minority and women-owned businesses.

2.2 Responsibility

2.2.1 The designated SWAM champion -- shall monitor the small, women and minority owned participation program for consistency with the requirements of the Virginia Public Procurement Act and the Agency Procurement and Surplus Property Manual and the Governor's executive order 33.

2.2.2 Purchasing Personnel -- shall routinely solicit small, woman and minority owned businesses in eVA for all procurements.

2.2.3 Purchasing Personnel -- shall continue to educate user departments regarding the importance of their involvement and support of small, women-owned and minority-owned businesses in the procurement process.

3.0 Procedures

3.1 Purchases under \$5000 – shall be set-aside exclusively for DMBE-certified small businesses. If prices do not appear to be fair and reasonable purchasing personnel shall document the procurement file to that effect, including stating the basis for the determination, and then additional quotes shall be obtained from at least one additional DMBE-certified small business, if available. Agency must solicit a minimum of one (1) DMBE certified small business, if available.

3.2 Solicitations of \$5000 to \$50,000 -- shall be set-aside exclusively for DMBE-certified small businesses unless there is not a reasonable expectation that the agency will receive at least two competitive bids or offers from DMBE certified small businesses and the agency documents the procurement file that the procurement does not qualify for a set-aside. Agency must solicit a minimum of four (4) DMBE certified small business sources, if available. If not set-aside for small businesses solicit a minimum of four (4) sources, if available. Include a minimum of two (2) DMBE-certified small business sources, if available. If fewer than the required sources are solicited, the reasons shall be documented.

3.3 Solicitations over \$50,000 – may be set-aside for DMBE-certified small businesses, in whole or in part, when there is a reasonable expectation that the agency or institution will receive at least two competitive bids or offers from DMBE-certified small businesses. If the agency or institution receives no acceptable bids or offers, the set-aside may be withdrawn and the requirement resolicited using competitive, non-set-aside, procedures.

4.0 Definitions

4.1 Small Business – “Small business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

4.2 Women-owned Business – “Women-owned business” means a business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

4.3 Minority-owned Business – “Minority-owned business” means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5.0 References

Code of Virginia, Chapter 7, Title 11 Virginia Public Procurement Act
Agency Procurement and Surplus Property Manual
Department of Minority Business Enterprises

6.0 Point of Contact

Terri Givler, CPPB, VCO
Procurement Officer
SWAM Champion
540-423-9033
tgivler@germanna.edu

7.0 Approval and Revision Dates

Reviewed and Revised by: Jane Krakowsky
August 26, 2003

Reviewed and Approved by: President’s Council
September 8, 2003

Reviewed and Revised by: Terri Givler

Reviewed and Approved by: President’s Council
August 27, 2007