

EQUITABLE OPPORTUNITIES FOR BUSINESS ENTERPRISES

Reference: *Public Contract Code 10115*
Education Code Section 71028
SWC Policy No. 6330 BP - Purchasing and Contracts

Objective

The Southwestern Community College District is committed to fostering opportunities for small business enterprises, veterans with disabilities (known hereafter as disabled veteran) business enterprises, minority business enterprises, and women business enterprises to participate in the procurement and contracting process for goods and services. The College District will actively pursue the objective of building commerce relationships with vendors, (suppliers, contractors, and consultants) within our marketplace.

Implementation

1. The initial step towards the Equitable Opportunities effort for Business Enterprises is to accurately identify our current ratio of vendor participation within the desired categories. This ratio will serve as a benchmark, against which, we can measure the effectiveness of our efforts:
 - Survey active vendors to determine ownership demographics
 - Incorporate ownership demographic information into the College District's vendor form and ensure this information is entered into the appropriate purchasing system for reporting purposes
2. The College District will partner with the San Diego Contracting Opportunities Center to expand its participation in local outreach efforts to increase awareness of bid and contract opportunities and to provide information on how to become a vendor supplier for the College District.
 - Utilize resources of the San Diego Contracting Opportunities Center to develop partnerships with state and local agencies; business related community based organizations, and industry associations.
 - Utilize resources of the San Diego Contracting Opportunities Center to encourage State of California certifications, such as DVBE (Disabled Veteran Business Enterprise) and SBE (Small Business Enterprise).
 - Utilize resources of the San Diego Contracting Opportunities Center to disseminate bid and contract opportunities to local small, woman, minority, and disabled veteran owned businesses.
 - Utilize resources of the San Diego Contracting Opportunities Center to distribute bid and contract opportunities to the local chambers of commerce, minority chambers of commerce, business related community based organizations, and industry associations.

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- Publish all bid and contract opportunities for public access on the College District website. Advertise all bid and contract opportunities in the local daily business newspaper in adherence to the requirements of Public Contracts Code 20111 - 20651.
 - Partner with the San Diego Contracting Opportunities Center to attend local small business networking events and conduct informational workshops to the small business community that provides an overview of the College District's Request For Proposal (RFP)/Bid procedures, how to successfully respond to bid and contract opportunities, and how to comply with the College District's Terms and Conditions.
3. Conduct bi-annual reviews of the College District's Equitable Opportunities efforts to determine effectiveness
- Reviews will be conducted by the Department of Procurement, Central Services, and Risk Management
 - Business and Financial Affairs will report to the Governing Board the actual dollar volume of business conducted with these target populations.

DEFINITIONS

Small Business Enterprise (SBE)

In order to be considered a "small business" as determined by the State of California, businesses must meet these eligibility requirements:

- Must be independently owned and operated;
- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and
- Together with its affiliates, be either:
 - A business with 100 or fewer employees and an average annual gross receipts of \$14 million or less (over the previous three tax years), or
 - A manufacturer with 100 or fewer employees.

Reference: California Department of General Services (DGS)

<http://www.dgs.ca.gov/pd/Programs/OSDS/SBEEligibilityBenefits.aspx>

Minority Business Enterprise (MBE)

"Minority-owned business" means (1) a business enterprise (a) that is at least 51% owned by a minority individual or group(s) or (b) if a publicly owned business, at least 51% of the stock of which is owned by one or more minority groups, and (2) whose management and

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daily business operations are controlled by one or more of those individuals. The contracting utility shall presume that minority includes, but is not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups.

Reference: California Public Utilities Commission (CPUC) – The Supplier Clearinghouse
<http://www.suppliernetwork.net/eligibility.php>

Women Business Enterprise (WBE)

"Women-owned business" means (1) a business enterprise (a) that is at least 51% owned by a woman or women or b) if a publicly owned business, at least 51% of the stock of which is owned by one or more women; and (2) whose management-and daily business operations are controlled by one or more of those individuals. **Reference:** California Public Utilities Commission (CPUC) – The Supplier Clearinghouse
<http://www.suppliernetwork.net/eligibility.php>

Disabled Veteran-Owned Business Enterprise (DVBE)

For State of California DVBE certification purposes, a "disabled veteran" is:

- A veteran of the U.S. military, naval, or air service;
- The veteran must have a service-connected disability of at least 10% or more; and
- The veteran must reside in California.

To be certified as a DVBE, your firm must meet the following requirements:

- The firm must be at least 51% owned, managed and operated by one or more service disabled veterans, or
- In the case of a publicly owned business, at least 51% of the stock must be owned, and the business managed and operated by service disabled veterans.
- Additional requirements for State of California DVBE certification can be found at below link.

Reference: California Department of General Services (DGS)
<http://www.dgs.ca.gov/pd/Programs/OSDS/DVBEEligibilityBenefits.aspx>

Office of Primary Responsibility: Vice President for Business and Financial Affairs