

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## VII. FISCAL POLICIES AND PROCEDURES

### VII – 3.0 PURCHASING INFORMATION

#### VII – 3.4 UTILIZATION OF SMALL, WOMEN OWNED AND MINORITY OWNED SMALL BUSINESS POLICY

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<b>Policy #:</b>	<b>VII – 3.4</b>
<b>Effective:</b>	<b>2/21/02</b>
<b>Revised:</b>	<b>9/15/09</b>
<b>Responsible Dept.:</b>	<b>Business Office</b>

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#### 1. PURPOSE

To establish guidelines for utilization of small, women-owned, and minority-owned (SWAM) businesses in the procurement activities of Piedmont Virginia Community College.

#### 2. OVERVIEW

Piedmont Virginia Community College is committed to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities. These businesses will be encouraged to participate in the procurement activities of the College and records will be maintained documenting such participation. The 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.

##### **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.

##### **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.

##### **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.

## **MINORITY INDIVIDUAL**

"Minority individual" means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

## **3. PROCEDURES**

The Department of Minority Business Enterprise (DMBE) is responsible for certifying SWaM vendors. Purchasing staff and end users should encourage and direct potential SWaM vendors to DMBE website [www.dmbe.virginia.gov](http://www.dmbe.virginia.gov) to complete certification instructions and forms. In addition, vendors should be directed to also register with eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov). Purchasing staff and end users should search both sites for SWaM vendors when processing purchase orders in order to determine if there is a SWaM vendor available for the commodity being purchased. All purchasing procedures must follow the purchasing guidelines as mandated in the Agency Procurement and Surplus Property Manual.

The business manager is responsible for Preparation of the Annual SWaM Procurement Plan. The business manager and the purchasing officer must regularly review SWaM Dashboard reports to analyze and measure progress in meeting goals established in the plan.

All Requests for Proposal (RFP's) and Invitation to Bid (IFB's) must be advertised in the local newspaper and the Virginia Business Opportunities.

The purchasing staff will participate in trade fairs and other outreach events to encourage registration and participation of small, women-owned and minority owned businesses in the procurement process.