




Department of Health Professions

DIRECTOR'S POLICY # 76-5.8

Equal Opportunity in Agency Procurement

Effective Date: December 28, 2009

Approved By:


Sandra Whitley Ryals, Director

Purpose:

It is the policy of the Commonwealth of Virginia and the Department of Health Professions to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth and the Agency encourage contractors to provide for the participation of small businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

Policy:

The Agency takes a proactive approach to its Minority Procurement Programs. The Agency has undertaken a number of steps to help it reach its annual goals for minority procurements as a percentage of total dollar purchases. These steps include but are not limited to:

- Placing emphasis on training all staff with purchasing authority about minority vendors and what goods or services they provide.
- Training minority vendors on how to do business with the Commonwealth of Virginia and the Agency.

Procedure

All procurements for Goods and Non-professional services up to \$5,000 shall be set aside for small business participation. To that end, staff will

- Identify a minimum of one (1) DMBE-certified small business.
- If price is not fair and reasonable based on the estimated cost, seek competition from at least one additional DMBE-certified small business.
- If a DMBE-certified small business can not be found, contact the procurement division for guidance.
- Weigh administrative cost vs. product cost.
- If using a charge card for payment, follow the same solicitation requirement.
- Document procurement file with efforts to solicit from a DMBE certified SWaM vendor.

All procurements for Goods and Non-Professional services over \$5,000 to \$50,000 shall be set aside for small business unless exempted (APSM 3.10 g).

- Identify a minimum of four (4) DMBE-certified small businesses, if available (APSM 5.6 & 14.5 e).