



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6350.1 Equitable Opportunities for Business Enterprises

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

OBJECTIVE

The San Diego Community College District is committed to fostering opportunities for small business enterprises, as well as minority, woman and disabled veteran owned firms to participate in the procurement process for goods and services. The District will actively pursue the objective of building commerce relationships with suppliers that reflect our community marketplace.

IMPLEMENTATION

1. The initial step toward the District's Equitable Opportunities effort is to accurately identify our current ratio of supplier participation within the desired categories. This ratio will serve as a benchmark, against which, we can measure the effectiveness of our efforts:
 - Survey active suppliers to determine ownership demographics
 - Incorporate ownership demographic information into our Supplier Application form
2. The District will expand its participation in local outreach efforts to increase awareness of bid opportunities and to provide information on how to become a supplier for the District.
 - Develop partnerships with state and local agencies, including the California Department of Veteran Affairs and the California Small Business and Disabled Veteran Business Enterprise Services
 - Encourage State of California certifications, such as DVBE (Disabled Veteran Business Enterprise and SMBE (Small Business Enterprise)
 - Utilize resources of the San Diego Contracting Opportunities Center to disseminate Bid opportunities to local suppliers.
 - Distribute Bid information to the local Chamber of Commerce and Minority Chamber of Commerce.
 - All Bids are published for public access on the District website.
 - The District advertises all Bid opportunities in the local daily business newspaper.

- The District will partner with local trade and civic groups to conduct informational workshops to local organizations on successfully completing Bid documentation, complying with the District's Terms and Conditions, and an overview of general RFP/Bid procedures.
3. Establish pre-qualification criteria to address a business' financial solvency, prospect of viability, ability to provide service, and support for goods and services.
 4. Conduct bi-annual reviews of the District's Equitable Opportunities efforts to determine effectiveness
 - Reviews will be conducted by the Department of Purchasing and Contract Services
 - Business Services will report to the Board of Trustees the actual dollar volume of business conducted with these target populations.

Reference: BP 6350

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.