

Title:		Contents:	M-2100
COMMUNITY BUSINESS ENTERPRISE & SMALL BUSINESS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Community Business Enterprise and Small Business Participation

While no set asides are authorized by the Board of Supervisors, participation by Community Business Enterprise (CBE) and Small business is encouraged in the County's acquisition process. Every effort must be made to eliminate barriers to CBE and Small Business participation. The Board of Supervisors strongly endorses CBE and Small business participation that can be promoted without cost increase to the County. The following shall be practiced to ensure maximum participation in purchasing and contracting opportunities.

1. Whenever possible, include CBE and Small Business when vendors are contacted in an informal bid solicitation.
2. Whenever possible, include CBE and Small Business when vendors are contacted in a formal bid solicitation.
3. The Office of Affirmative Action Compliance's Directory of Certified Businesses should be used as a resource when identifying and contacting CBE/Small Business.
4. Countywide Accounts Payable System/Extended Purchasing System (CAPS/EPS) is a source to locate CBE vendors.
5. The County Office of Small Business and the local Chamber of Commerce are good sources for CBE/Small Businesses.
6. Solicitation should be reviewed to determine if the business can be awarded to more than one contractor or geographical areas to increase CBE/Small Business participation, without cost increases to the County.
7. Encourage major corporations, master agreement vendors, etc. to partner or subcontract with CBE/Small Business.