

## **ATTACHMENT 1**

### **Recommended Amendments to the City of Powder Springs Purchasing Policy**

#### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY**

##### POLICY OBJECTIVES

1. To ensure that all suppliers have an equitable opportunity to obtain city contracts.
1. To create a level playing field on which DBE's can compete fairly for city contracts.
2. To enhance and improve DBE business opportunities through outreach and periodic training programs.
3. To help remove barriers such as restrictive specifications and unreasonable insurance requirements that may inhibit business opportunities for DBE firms.
4. To ensure, through staff training, that city department heads and staff share the responsibility in making the city's DBE program a success.

##### POLICY ACTIONS

1. When developing competitive solicitations, the Purchasing Agent shall consider structuring the solicitation in a manner that provides opportunity for disadvantaged businesses to compete. Examples include dividing larger contracts into smaller contract awards and establishing extended or flexible delivery schedules where the procurement requirements permit.
2. The Purchasing Agent shall evaluate competitive solicitations to assure that barriers do not exist that will prevent DBE firms from being able to compete on a level playing field.
3. When soliciting competitive price quotes and formal solicitations or making small purchases below the threshold for competitive quotes and bids, Purchasing Agents should consult the City's registry for disadvantaged businesses and contact listed firms that can provide the items or services to be procured.
4. For bid purchases in excess of \$5,000 up to \$50,000 a qualified DBE firm on the City's registry may be given preference if their bid is within three percent of the low bid. This policy shall not apply to construction projects, purchases in excess of \$50,000 or less than \$5,000, emergency purchases, or sole source purchases.

##### DEFINITION

For purposes of this policy, a "disadvantaged business" shall mean any small business where socially and economically disadvantaged individuals own at least fifty-one percent interest and also control management and daily operations. Those protected by Title VII of the Civil Rights Act and historically excluded from equitable access to government contracts are presumed to be socially and economically disadvantaged. A small business, for the purposes of this policy, would have annual gross revenues less than \$10 million averaged over the previous three years.