

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Small, Women-Owned, Service Disabled Veterans and Minority-Owned Business Participation in School Division Procurements

A. Generally

The School Board is committed to the participation of small, women-owned, service disabled veterans and minority-owned businesses in its procurement activities. All schools and departments are responsible and accountable for ensuring open and equal opportunity for all interested vendors and individuals when conducting School Board business.

B. Purpose

The intent of this policy is to enhance awareness of small, women-owned, service disabled veterans and minority-owned businesses in School Division procurements and to provide maximum practicable opportunities to such businesses.

C. Definitions

1. *Small Business*: means a business, independently owned or operated by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

2. *Women-owned Business*: means a business that is at least fifty-one (51) percent 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 fifty-one (51) percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
3. *Service disabled veteran*: means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.
4. *Service disabled veteran business*: means a business that is at least fifty-one (51) percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least fifty-one (51) percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.
5. *Minority-owned Business*: means a business concern that is at least fifty-one (51) percent owned by one or more minority individuals 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 fifty-one (51) percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

D. Responsibility and Authority

1. The Department of Budget and Finance: Office of Purchasing Procurement will:
 - a. Be responsible for reporting on the amount of business done with small, women-owned, service disabled veterans and minority-owned businesses through central purchasing on an annual basis.
 - b. Create an awareness of the benefits of working with small, women-owned, service disabled veterans and minority-owned businesses through outreach, marketing, education and training.
 - c. Promulgate procedures for inclusion of small, women-owned, service disabled veterans and minority-owned businesses in the School Division's purchasing activities that are consistent with competitive practices and departmental delegated authority.
 - d. Focus on continued identification of potential small, women-owned, service disabled veterans and minority-owned businesses.

2. The Department of School Division Services: Office of Facilities Services, will:

- a. Be responsible for reporting on the amount of business done with small, women-owned, service disabled veterans and minority-owned businesses through the Capital Improvement Program.
- b. Create an awareness of the benefits of working with small, women-owned, service disabled veterans and minority-owned businesses through outreach, marketing, education and training.
- c. Promulgate procedures for inclusion of small, women-owned, service disabled veterans and minority-owned businesses in the School Division's purchasing activities that are consistent with competitive practices and departmental delegated authority.
- d. Focus on continued identification of potential small, women-owned, service disabled veterans and minority-owned businesses.

Legal Reference

Code of Virginia, § 2.2-4300, et seq., as amended. Virginia Public Procurement Act.

Adopted by School Board: February 9, 2010

Scrivener's Amendments: August 12, 2013

Amended by School Board: October 22, 2019

Amended by School Board: 2024

APPROVED AS TO
LEGAL SUFFICIENCY


