

**POLICY FOR SMALL, MINORITY, AND WOMEN-OWNED  
BUSINESS IN COUNTY PROCUREMENT**

1. Definitions. The terms set forth below shall have the following meanings unless the context clearly requires otherwise.
  - a. "Small Business" means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.
  - b. "Minority individual" means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and one who is African-American, Hispanic-American, Asian American, Pacific Islander, American Indian, or Alaskan Native
  - c. "Women-owned business" means a business that is at least 51 percent owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law,
  - d. "Minority-owned business" means a business that is at least 51 per cent owned by one or more minority individuals who also control and operate the business.
  - e. "Control" means exercising the power to make policy decisions.
  - f. "Operate" means being actively involved in the day-to-day management of the business
  
2. It is the policy of the County of Henrico, acting through its officers, agents, and employees, in a manner that is consistent with the provisions of the Virginia Public Procurement Act, to:
  - a. Actively promote the procurement or lease of goods, services, insurance, or construction, from small businesses or businesses owned by minorities and women in an equally competitive manner.
  - b. Include participation from qualified small, minority, and women-owned businesses on solicitation lists.
  - c. Assure that small, minority, and women-owned businesses are solicited whenever they are potential sources.
  - d. Utilize a list of small, minority and women-owned businesses published by the Department of Minority Business Enterprise
  - e. Where procurement requirements permit, establish delivery schedules which will encourage participation by small, minority, and women-owned business.

- f. Cooperate with, and use the services and assistance of, the United States Small Business Administration, Department of Minority Business Enterprise, and other public or private agencies.
- g. Participate to the maximum extent possible in all local and regional small, minority, and women-owned purchasing fairs.

The Director of General Services is authorized and directed to develop and implement procedures in order to assure that small businesses and businesses owned by minorities and women shall have the maximum practicable opportunity to participate in County procurement transactions.

Adopted by the Board of Supervisors  
January 23, 2007