

MINORITY & WOMEN BUSINESS ENTERPRISES PLAN

Name of Agency or Organization: _____

Mailing Address: _____ Street Address: _____

City ST Zip
Telephone: _____ FAX: _____

Policy Statement: The above agency (organization) is committed to fully support all possible participation of firms owned and operated by Arkansas Minority Business and Women Business Enterprises by establishing a goal to procure contracted goods and services from Arkansas Minority Business and Women Business Enterprises when expending HOME funds each fiscal year.

_____ is the Procurement Officer
Name (please print)
to be responsible for administering this compliance plan.

Name of highest elected official (mayor, county ,judge or chairman of the board of a non-profit)

Name Title

Signature Date

Supervisor of Procurement Officer Name - (person with oversight responsibility)

Telephone: _____ Fax: _____

E-mail: _____

Strategies and Procedures to Comply with MBE & WBE

Procedures and initiatives that you should consider are as follows: (We are not suggesting that this form be followed verbatim because you may already had a system in place which accomplished the same thing. However, it is required that you implement these procedures and document initiatives to interact with MBE and WBE businesses.)

Projected Date Procedures or Initiatives are to be Implemented	Actual Date Implemented		
_____	_____	(1)	Utilize Office of State Purchasing of the Department of Finance and Administration and Minority Business Development/AIDC, MBE & WBE Directories and develop a local list of MBEs/WBEs to use in specific communities.
_____	_____	(2)	Attend and/or participate in local Economic Development Meetings at least once annually during the fiscal year in which HOME funds are used to seek minority vendors.
_____	_____	(3)	Provide names and addresses of local minority business to Minority Business Development Division/AIDC and the Office of State Purchasing, which are not on their lists.
_____	_____	(4)	Work with local organizations to seek MBE and WBE to purchase products, services, i.e., churches, NAACP, Business and Professional Women's Association, Chamber of Commerce, related organizations, etc.
_____	_____	(5)	Hold monthly meetings with appropriate staff to discuss accomplishments and promote increased efforts to utilize MBE and WBE.
_____	_____	(6)	Develop list of common goods and services that known MBE and WBE can provide, i.e., contractors, lenders, realtors, legal consultants, specialty contractors such as plumbers, electricians, roofers, landscapers, etc., and discuss with staff regularly.
_____	_____	(7)	Have available for MBEs and WBEs a list of products and services normally let to bid.
_____	_____	(8)	Publish statement of public policy and commitment to affirmative marketing to MBEs/WBEs in the print media of widest local circulation. Retain copy in file.
_____	_____	(9)	Place ads or announcements in local print and/or electronic media to market and promote contract and business opportunities for MBEs/WBEs. Clip and retain copy in file.
_____	_____	(10)	Notify MBEs/WBEs by direct mail of all awards or agreements for projects involving five or more units. Describe activity and number of units to be developed giving name, address of owner, manager or sponsor.
_____	_____	(11)	Include any other procedures that the agency deems necessary to comply with the goals and objectives of the compliance plan.

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