

**MINORITY BUSINESS ENTERPRISES,
WOMEN OWNED BUSINESS ENTERPRISES AND DISABLED OWNED
BUSINESS ENTERPRISES POLICY**

The Columbia Association (CA) encourages Minority Business Enterprises (“MBEs”), Women Owned Business Enterprises (“WBEs”) and Disabled Owned Business Enterprises (“DBEs”) to participate in CA procurements. For the purposes of this policy, an MBE is a business entity that is majority owned, operated, and controlled by members of one of the following groups: African Americans, Native American Indians, Asian Americans, and/or Hispanic Americans. A WBE is a business entity that is majority owned, operated, and controlled by a Caucasian woman. A DBE is a business entity that is majority owned, operated and controlled by an individual who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such impairment.

CA shall:

- a. Promote participation of MBEs, WBEs and DBEs in Procurements of all types and of all values;
- b. consider responsible and responsive MBEs, WBEs and DBEs when soliciting, conducting, and awarding Procurements;
- c. discuss with Vendors MBE, WBE and DBE subcontracting and other business relationship opportunities when available, at all phases of the Procurement process;
- d. train all CA purchasers on this policy;

- e. include the following language in Invitations for Bids (“IFBs”) and Requests For Proposals (“RFPs”):

Minority Business Enterprises, Women Owned Business Enterprises and Disabled Owned Business Enterprises will be afforded equal opportunity to submit Bids or Proposals in response to this Procurement and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for award;
- f. maintain lists of potential Bidders and Offerors that include responsible MBEs, WBEs and DBEs;
- g. suggest that Vendors provide Procurement documents to responsive MBEs, WBEs and DBEs for subcontracting and other business relationship opportunities that may be available due to the scope and nature of the Procurement;
- h. ask Vendors to provide information related to MBE, WBE and DBE participation in Procurements and availability of subcontracting and other business relationship opportunities for MBEs, WBEs and DBEs, including descriptions of steps taken to seek and encourage that participation and other relationships;
- i. if there are no known MBEs, WBEs or DBEs that may respond to a Procurement for which an IFB or RFP will be issued, make efforts to locate such firms and to encourage participation of MBEs, WBEs and DBEs in the Procurement;

- j. when requested by Vendors, offer the assistance of Purchasing Department personnel in identifying, locating, and contacting MBEs, WBEs and DBEs available for subcontracting and other business relationships;
- k. ensure that requirements for MBE, WBE and DBE participation under Federal or State law or agreements are met when applicable; and;
- l. request Vendors to keep the Purchasing Department advised of existing MBE, WBE and DBE subcontracts and other business relationships, as well as any changes to these business relationships that affect MBE, WBE and DBE participation in the Procurement.

CA recognizes certifications from Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity.

CA will establish guidelines and document efforts to attain its goal to procure Twelve Percent (12%) of the total dollar value in eligible procurements from MBEs, WBEs and DBEs. The Purchasing Department will assist CA purchasers in striving to attain or exceed this goal.

This policy will terminate on April 30, 2017 unless the CA Board of Directors extends this policy after thorough evaluation and review.