


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	POLICY PUR 503-00
	Section: Vendors
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Small Business and Small Disadvantaged Business Program	Effective date: 07/01/1996
Source: 15 United States Code §§ 631 (1982& West Supp. 1987), 637(a) (1982) Arizona Revised Statutes § 41-1001 Arizona Board of Regents Policy Manual - 3-810	Revision date: 03/05/2014

PURPOSE

To give small, small disadvantaged, and small women-owned businesses an opportunity to provide goods and services to the university.

POLICY

PUR 503-00-01: Definitions

Economically Disadvantaged: Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired because of diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities the Small Business Administration shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individuals.

Small Business: A concern that is independently owned and operated, is not dominant in its field of operation, and (with its affiliates) meets the size standards set by the U.S. Small Business Administration.


Small Business – Arizona: (*Arizona Revised Statutes* § 41-1001) A business, including its affiliates, that is independently owned and operated, not dominant in its field, and that employs fewer than 100 full-time employees or that had gross annual receipts of less than \$4,000,000 in its last fiscal year.

Small Business – Federal: (*15 United States Code* § 631 (1982 & West Supp. 1987)) A business that is independently owned and operated, is not dominant in the field of operations in which it is quoting on purchases, and, with its affiliates, does not exceed 500 full-time employees.

Small, Disadvantaged Business: Any small business that is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and whose management and daily business operations are controlled by one or more of such individuals.

Small Women-Owned Business: Any small business that is at least 51 percent owned by a woman or women, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by a woman or women; and whose management and daily business operations are controlled by a woman or women.

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Socially Disadvantaged: Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Such groups include, but are not limited to, black, Hispanic, and native Americans (i.e., American Indians, Eskimos, Aleuts, and native Hawaiians); Asian-Pacific Americans (i.e., U.S. citizens whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan); and other minorities; or any individuals found to be disadvantaged pursuant to Section 8a of the Small Business Act, 15 *United States Code* § 637(a) (1982).

PUR 503-00-02: Solicitation

The university is committed to the development of business activity with small businesses, including small disadvantaged and small women-owned business suppliers. Contracting and Purchasing Services will solicit participation by small business contractors to provide the university with materials, supplies, equipment, and services.

PUR 503-00-03: Participation

The Small Business and Small Disadvantaged Business Program is intended to provide maximum practical opportunity to small businesses, including small disadvantaged and small women-owned businesses, to participate in the university's procurement system, consistent with sound business practices and the rules and regulations of the university. The director of Contracting and Purchasing Services may authorize actions designed to increase the university's business activity with small businesses including small disadvantaged and small women-owned businesses in accordance with [PUR 502-03](#), "Award of Contract for Goods and Services." Additionally, the director of Contracting and Purchasing Services may require general construction contractors to report to the university the volume of business ordered from or subcontracted to small disadvantaged businesses.

PUR 503-00-04: Departmental Responsibility

University personnel who are responsible for requisitioning materials for purchase shall cooperate with Contracting and Purchasing Services in making opportunities available to small businesses, small socially and economically disadvantaged businesses, and small women-owned businesses.

CROSS REFERENCE

[PUR 303-02](#) Competitive Bidding \$25K or more, but less than \$50K

[PUR 303-03](#) Competitive Bidding \$50K or Greater