

JEFFERSON COUNTY, ALABAMA DISADVANTAGED AND SMALL BUSINESS ENTERPRISE  
POLICY

ADMINISTRATIVE ORDER  
OF THE  
JEFFERSON COUNTY COMMISSION  
15- 3

THE JEFFERSON COUNTY COMMISSION hereby issues the following  
Administrative Order:

PURPOSE:

To help ensure that qualified African American-owned, Hispanic-owned, Native American-owned, Women-owned, Service Disabled Veteran-owned, and other qualified minority people groups and Small Business Enterprises have equal access and equal opportunities in contracting with Jefferson County for goods and services.

Objectives/Policy Statement:

Jefferson County under the supervision of the County Manager's Office shall establish a Disadvantaged Business Enterprise (DBE) and Small Business Entity (SBE) Program in accordance with applicable Federal and State laws.

Jefferson County's Definition of DBE: A business that is majority-owned, operated, and controlled by one or more minority group members including African Americans, Women, Hispanics, Native Americans, other qualified minority people groups, and Service Disabled Veteran persons owning and controlling 51% or more of any business entity. DBEs must provide evidence of registration with the Alabama Secretary of State.

Jefferson County's Definition of SBE: A business that is majority-owned, operated, and controlled by one or more eligible owners and is 25% or less of the applicable size standards established by the U.S. Small Business Administration (SBA). SBEs must provide evidence of registration with the Alabama Secretary of State.

Policy:

It is the policy of Jefferson County to ensure that DBEs and SBEs, as defined, have an equal opportunity to receive and participate in Jefferson County contracts for goods and services, commodities and leasing activities including, but not limited to purchasing, opportunities, construction projects, professional services, and procurement programs.

Jefferson County is committed to prohibiting discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.

It is further the policy of Jefferson County to provide SBEs and DBEs equal opportunity to receive and participate in Jefferson County contracts for good and services, commodities and leasing activities including, but not limited to purchasing opportunities, construction projects, professional services, and procurement programs. Vendors must be certified and registered as set forth above and qualified and responsible and to the extent required by law, competitive bidding is required by all contractors, subcontractors, suppliers, and distributors of the County, as applicable.

It is the responsibility of the Jefferson County-County Manager to ensure that the following policies are implemented and adhered to:

It is also our policy and it relates to DBEs and SBEs:

1. To ensure nondiscrimination in the award and administration of all Jefferson County contracts.
2. To promote and maintain a level playing field on which DBEs and SBEs can compete fairly for all Jefferson County contracts.
3. To ensure that the DBE Program is narrowly tailored and strictly construed in accordance with applicable federal and state law.
4. To remove barriers, if any, for the participation of DBEs and SBEs in all Jefferson County contracts.
5. To ensure the County Commission sets non-numerical yearly objectives and makes good faith efforts to utilize DBE/SBE vendors in accordance with formal procurement procedures as required by the County Commission and all applicable laws and regulations.
6. To track DBE/SBE vendors' good faith efforts and opportunity. To this end, the County Manager, as practical, shall provide the County Commission a quarterly written report setting forth the number of County proposals submitted and contracts awarded to Disadvantaged Business Entities and Small Business Entities during the preceding fiscal quarter and shall maintain a list of all newly certified DBEs and SBEs.
7. To create and maintain an ongoing outreach effort to DBE/SBE vendors including, without limitation, holding training events at least annually regarding the County's procurement process, providing information in regards to doing business with the County (including how to receive notification of requests for bids and other contracting opportunities), and encouraging collaboration/teaming between DBEs, SBEs and all County vendors.
8. To maintain a page on the County's website listing current contracting opportunities with the County.
9. To maintain a page on the County's website listing possible sources of funding for DBEs/SBEs, including the County's EDA/CDBG Revolving Loan Fund.

The County Manager shall designate a Deputy County Manager or CFO for DBE and SBE Program Coordination. In that capacity, the Deputy County Manager or CFO is responsible for

implementing all aspects of the DBE and SBE program, except as herein delineated. Implementation of the DBE and SBE Program is accorded the same priority as compliance with all other legal obligations incurred by Jefferson County in its financial assistance agreements with all State and Federal Agencies. Jefferson County has disseminated this policy statement and all of the components of our copies of the program plan are available to the public upon request.

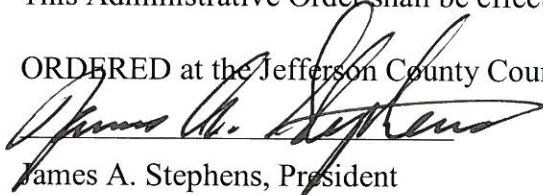
EXPENDITURE OF PUBLIC FUNDS:

Nothing herein shall be construed as eliminating the need to obtain Commission approval prior to the expenditure of County funds.

EFFECTIVE DATE:

This Administrative Order shall be effective Aug. 13, 2015.

ORDERED at the Jefferson County Courthouse this 13 day of Aug, 2015.



James A. Stephens, President

Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 8-13-15  
MINUTE BOOK: 168  
PAGE(S): 391-392