

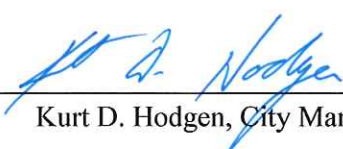
**PARTICIPATION OF SMALL BUSINESSES AND MINORITY-OWNED, WOMEN-OWNED,  
AND SERVICE DISABLED VETERAN-OWNED BUSINESSES**

This program outlines the City of Harrisonburg's policy promoting procurement from small businesses, and businesses owned by minorities, women, and service disabled veterans.

1) Definitions:

The terms set forth below shall have the following meanings unless the context clearly requires otherwise.

- a) The terms "Minority individual," "Minority-owned business," "Service disabled veteran," "Service disabled veteran business," "Small business," and "Women-owned business" shall be as defined in Virginia Code 2.2-4310 (F) or its successor(s), as amended.
  - b) SWAM means Small, Women-owned, and Minority-owned businesses.
  - c) ITB means Invitation to Bid
  - d) RFP means Request for Proposal
  - e) DBE means Disadvantaged Business Enterprise
- 2) The City of Harrisonburg Purchasing Department is committed to procurement diversity by making frequent use of the Virginia Department of Small Business and Supplier Diversity website. The Purchasing staff frequently uses this source to select vendors for our Invitations to Bid, Requests for Proposals and quotes.
- 3) Vendors are encouraged to become SWAM certified with the Department of Small Business and Supplier Diversity at <http://www.sbsd.virginia.gov/>.
- 4) The City of Harrisonburg posts all sealed ITB's and RFP's on Virginia's procurement web site (eVA). Vendors are encouraged to register as a vendor with Virginia's electronic procurement system. eVA may be accessed at <http://www.eva.state.va.us/register>. Vendors will be automatically notified when solicitations are issued.
- 5) The City of Harrisonburg also posts current ITB's and RFP's on the City Purchasing web page at [www.harrisonburgva.gov/bids-proposals](http://www.harrisonburgva.gov/bids-proposals). All qualified vendors are encouraged to submit responses to our ITB's and RFP's.
- 6) The City participates to the maximum extent possible in local and regional purchasing fairs for small businesses and minority-owned, woman-owned, and service disabled veteran-owned businesses.
- 7) The City of Harrisonburg Department of Public Transportation (HDPT) has a DBE Program in accordance with regulations of the U.S. Department of Transportation (DOT). HDPT receives assistance from the Department of Transportation, and as a condition of receiving this assistance, HDPT has signed an assurance that it will comply with 49 CFR Part 26.

  
Kurt D. Hodgen, City Manager

  
Date