
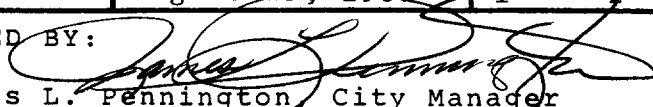


<b>City of Delray Beach</b> 	<b>ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		<b>SUBJECT: PURCHASING MINORITY VENDOR PROGRAM</b>	
			<b>NUMBER</b> PUR-15	<b>REVISIONS</b> 0
	<b>SUPERSEDES</b> 0	<b>APPROVED BY:</b>  James L. Pennington, City Manager		

**PUR-15.0 Purpose:**

The Purchasing Division of the Finance Department of the City of Delray Beach is going to actively reach out to all segments of the community to solicit their participation in our purchasing program. Therefore, the Purchasing Division will recruit and encourage the participation of all minority groups in the bid process. The following section will define the specific procedures, describe how they will be implemented and designate the Purchasing Division responsible for the administration accomplishment. For the purpose of defining the scope of the program, the following definition shall apply:

**MINORITY OWNED AND CONTROLLED BUSINESS:** Shall mean a business that is at least 51% owned by one or more of the minorities whose management and daily business operations are controlled by one or more such individuals, and who has legally established a place of business in Palm Beach County and regularly offers commodities and/or services for sale.

**PUR-15.1 Procedure:**

There are major categories of minority owned businesses in Palm Beach County that the Purchasing Division is going to actively recruit. They include Blacks, Haitians, Hispanics, Females and Handicapped.

**MINORITY VENDOR PROGRAM GOALS:** It shall be the Purchasing Division's responsibility to identify those vendors that qualify as minority vendors according to the above definition. It shall be the Purchasing Division's responsibility, when possible, to reflect in the bid award if the vendor who has successfully won the award qualifies as a minority vendor.

**QUALIFYING VENDORS:** The most important document that Purchasing will utilize to qualify minority vendors is a Minority Vendor Application form. This form is designed to properly capture the information surrounding the nature and ongoing operation of any business that wishes to be qualified as a minority vendor. Assistance will be made available to any business entity that wishes to apply for minority vendor status. The assistance will include, but NOT be limited to, vendor application form coordinating: licensing, permitting and understanding City protocol for bid response. A section entitled "Minority Vendors" will be incorporated into our Vendor Handbook.

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In addition to these measures, a copy of the County's minority list and a list compiled by the Office of Minority Vendors for Palm Beach County will be obtained, reviewed and incorporated into our computerized bid list.

It must be clearly understood that an attempt to solicit the interest and participation of minority vendors does NOT imply in either our performance, our goals, or our intentions, the waiving of quality, experience and price when dealing with either professional services (Engineers, Architects, Landscaping Consultants) or in the purchase of commodities or other services.

ANNUAL REPORTS: The Purchasing Division shall annually provide a report on the total dollar amount of City purchases for commodities and services awarded that year and the percentages awarded to minority vendors.

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