

Six Steps Required When Contracting With Socio-Economic Businesses

As a recipient of a Federal Grant award that will be purchasing services or items, your agency is required to document the following six steps were applied when soliciting for quotes or bids. This information is to be maintained in the grant or procurement file, and must be prepared for each procurement larger than a micro procurement whether formal or informal.

1. Qualified small and minority businesses and women's business enterprises were included on the solicitation lists.
 Yes **No** **N/A (document)**
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
 Yes **No** **N/A – no potential sources (document)**
3. Dividing total requirements, **when economically feasible**, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
 Yes **No** **N/A – not economically feasible (document)**
4. Establish delivery schedules, **where the requirement permits**, which encourage participation by small and minority businesses, and women's business enterprises.
 Yes **No** **N/A – the requirement does not permit (document)**
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce to develop solicitation lists.
 Yes **No** **N/A – not appropriate (document)**
6. Requiring the prime contractor, if subcontracts are to be let, to take the five affirmative steps listed above with their documentation included in the grant file.
 Yes **No** **N/A – no subcontracts will be let (document)**