

## **Contracting with Small and Minority Businesses, Women Business Enterprise and Labor Surplus Firms**

It is national policy to award a fair share of contracts to small, women and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority/women businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:

1. Including qualified small and minority/women businesses on solicitation lists.
2. Assuring that small and minority/women businesses are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority/women business participation.
4. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as required.
5. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
6. If any subcontracts are to be let, requiring the prime contractor to take affirmative steps in 1 through 5 above.

Grantees shall take similar appropriate affirmative action in support of women's business enterprises.

Grantees are encouraged to procure goods and services from labor surplus areas.

Grantor agencies may impose additional regulations and requirements in the foregoing areas only to the extent specifically mandated by statute or presidential direction.

### Definitions

#### Minority Business Enterprise

"Minority business enterprise" is a business in which minority group members own 51 percent or more of the company; or, in the case of a publicly-owned business, one in which minority group members own at least 51 percent of its voting stock and control management and daily business operations. For this purpose, minority group members are those groups of U.S. citizens found to be disadvantaged by the Small Business Administration pursuant to **Section 8(d) of the Small Business Act**. Such groups include, but are not limited to, Black Americans,

Hispanic Americans, Native Americans, Indian tribes, Asian Pacific Americans, Native Hawaiian Organizations, and other minorities.

#### Women Business Enterprise

A women-owned small business concern is a small business that is at least 51% owned by one or more women. In the case of publicly owned businesses, at least 51% of the stock is owned by one or more women and the management and daily operations of the business are controlled by one or more women.

#### Small Business

A business that is independently owned and operated and which is not dominant in its field of operation and in conformity with specific industry criteria defined by the Small Business Administration (SBA).

#### Small Disadvantaged Business

A Small Disadvantaged Business is a small business that is at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals.

#### Racial and Ethnic Groups

The following are HUD defined recognized and ethnic categories:

White, Not Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic origin.

Black, Not Hispanic Origin - A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian and Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

American Indian or Alaskan Native Origin - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal.

## **The State of Connecticut Minority & Small Contractors' Set-Aside Program**

The State of Connecticut's Supplier Diversity Program was established to ensure Connecticut small businesses an opportunity to bid on a portion of the State's purchases. The main objective of the program is to increase the number of small and minority business enterprises the Office of Supplier Diversity certifies throughout Connecticut.

For the purpose of this program, women-owned business enterprises and business enterprises owned by a person/s with a disability are included in this group.

Business Development Representatives are responsible for identifying and certifying small and minority businesses by conducting thorough and effective eligibility reviews while ensuring vendors receive prompt and responsive customer service.

Eligibility criteria are set forth in Section 4a-60g of the Connecticut General Statutes. The Department of Administrative Services, Office of Supplier Diversity maintains a list of certified small and minority business enterprises, which is available online.

### **For more information:**

Visit the website for the State of Connecticut **[Department of Administrative Services, Office of Supplier Diversity](#)** for more information.

## **Minority Newspapers**

**In addition to advertising in a newspaper of major circulation, you may also advertise in newspapers targeted to the minority community. This is no longer a DOH requirement, as long as the grantee is using the DAS website or another means of outreach to minority-owned businesses. Please note that If Minority participation drops, DOH retains the right to reinstate this requirement. Listed below are Newspapers targeted to the African-American and Latino communities.**

### **LATINO**

#### ***El Sol News***

1 Bank Street Suite 304  
Stamford, CT 06901  
Phone: 203-323-8400

**[www.elsolnews.com](http://www.elsolnews.com)**

#### ***Identidad Latina***

163 Newington Road  
West Hartford, CT 06110  
Phone: 860-231-1331

**[www.identidadlatina.com](http://www.identidadlatina.com)**

#### ***La Voz Hispana De Connecticut***

32 Elm Street  
New Haven, CT 06510  
Phone: 203-752-0218

**[lavozhispanact.com](http://lavozhispanact.com)**

#### ***Tribuna***

8 West Street Ste 201  
Danbury, CT 06810  
Phone: 203-730-0457

**[www.tribuna.com](http://www.tribuna.com)**

**AFRICAN-AMERICAN**

***Northeast News Today***

PO Box 4159

Hartford, CT 06147

Phone: 860-249-6065

**[nnewstoday.biz](http://nnewstoday.biz)**

***Inner City***

50 Fitch Street

New Haven, CT 06515

Phone: 203-387-0354

**[innercityhaven.org](http://innercityhaven.org)**

***Inquiring News***

***(Serving Bridgeport, Hartford, New Haven, Waterbury, Springfield)***

PO Box 1984

Hartford, CT 06144

Phone: 860-983-7587

**[inqnews.com](http://inqnews.com)**