## AFFIRMATIVE ACTION PROGRAM FOR PURCHASING

It is the policy of the Oxnard Union High School District Board of Trustees to encourage Small Disadvantaged Business Enterprises (SDBE) and Small Women Owned Business Enterprises (SWBE) to participate in providing goods and contracting of services for the district. Moreover, this policy directs the district staff to identify and maintain a listing of SDBE and SWBE within Ventura County.

The identification and certification will be within the guidelines of the <u>California Code of Regulations</u>, Title 2, Subchapter 8. See Exhibit A.

Moreover, the district staff will work with the Oxnard Minority Business Development Center to implement an outreach program for SDBE and SWBE. The District Staff will assist SDBE and SWBE interested in providing goods and services with the process of sealed quotations and the formal sealed bids for purchasing and contracting.

ADOPTED: 11/9/88

REVISION/REDESIGNATION: 11/16/94 (BP 617 - Affirmative Action Program for Purchasing)

# AFFIRMATIVE ACTION PROGRAM FOR PURCHASING

- 1. The Director of Purchasing and the Director of Maintenance, Operations and Transportation will notify the Oxnard Minority Business Development Center of all opportunities to supply goods and services to the District.
- 2. The purchasing department will establish a vendor file which identifies SDBE and SWBE within Ventura County.
- 3. District bid forms will be revised to allow businesses to identify themselves as SDBE and SWBE.
- 4. All public notices will include the phrase "Minority and Woman Owned Business Enterprises are encouraged to participate".
  - 5. Bid award recommendations to the Board will include the number of bidders who were SDBE or SWBE and if the successful bidder is a qualified SDBE or SWBE.

### **Small Business Qualifications Under TITLE 2, Subchapter 8** of the California Code of Regulations

A concern shall not qualify as a Small Business if it is an affiliate of another concern that would not be considered a Small Business or their affiliation would not be considered a Small Business.

#### ➤ NON-MANUFACTURER

A non-manufacturer shall qualify as a Small Business if it is classified by the Small Business Office in one of the following industry groups and its receipts in the aggregate for the preceding three years does not exceed the maximum receipts specified below for the applicable industry group:

	Receipts for the
Industry Group	<b>Preceding Three Years</b>
motor vehicle dealers	.\$15,000,000
automotive parts and supplies	. 6,000,000
furniture	. 6,000,000
lumber, plywood, and millwork	. 9,000,000
construction materials	
sporting and recreational goods	6,000,000
metals service centers and offices	. 6,000,000
electrical apparatus and equipmentelectrical apparatus and equipment	
electrical appliances and radios	. 6,000,000
electronic parts and equipment	. 6,000,000
hardware	
plumbing and hydronic heating supplies	
commercial machines and equipment	. 6,000,000
construction and mining machinery	. 15,000,000
farm machinery and equipment	. 9,000,000
industrial machinery and equipment	. 6,000,000
industrial supplies	. 6,000,000
professional equipment and supplies	. 6,000,000
service establishment equipment	. 6,000,000
transportation equipment and supplies	
durable goods not specifically classified in this subsection	
stationery supplies	. 6,000,000
groceries	. 15,000,000
chemical products	. 6,000,000
petroleum products	. 9,000,000
farm supplies	. 9,000,000
nondurable goods not specifically classified in this subsection	. 6,000,000

# ➤ MANUFACTURER

A manufacturer shall qualify as a Small Business if it is classified by the Small Business Office in one of the following industry groups and its receipts in the aggregate for the preceding three years does not exceed the maximum receipts specified below for the applicable industry groups:

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	Receipts for the
Industry Group	Preceding Three Years
food and kindred products	30,000,000
apparel and other textile products	9,000,000
construction sand and gravel	6,000,000
lumber and wood products	15,000,000
furniture and fixtures	
paper and allied products	30,000,000
printing and publishing	9,000,000
chemicals and allied products	
rubber and miscellaneous plastic products	15,000,000
stone, clay, and glass products	9,000,000
fabricated metal products	
machinery, except electrical	

	Receipts for the
Industry Group	<b>Preceding Three Years</b>
electric and electronic equipment	. 15,000,000
transportation equipmenttransportation equipment	. 30,000,000
instruments and related products	. 15,000,000
manufacturing not specifically classified in this subsection	9,000,000

I certify under the penalty of perjury that the information is true and correct.

Name and Title of Person Signing Signature of Perosn Authorized to Sign This Application (Please Type or Print)

Return to: Affirmative Action Program Oxnard Union High School District

309 South K Street Oxnard, CA 93030 Attn: Assistant Superintendent, Business Services