

**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 California Code of Regulations, 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.



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