

NON-INSTRUCTIONAL SERVICES: Purchasing [Services]

Purchases from Minority and Small Business Enterprises

I. PURPOSE

- A. [The] Baltimore County Public Schools (BCPS) [system] is committed to creating competitive opportunities for small and minority-owned business enterprises in its procurement of commodities and services. By encouraging active participation with small and minority-owned businesses and rendering assistance to them, BCPS supports the economic development of Baltimore County and the state of Maryland. THIS RULE ESTABLISHES PROCEDURES TO FACILITATE THIS GOAL.

II. GUIDELINES

- A. The Superintendent shall inform all staff who possess the authority to spend or otherwise commit dollars of the Board of Education OF BALTIMORE COUNTY (BOARD) of the goals of the Minority Business ENTERPRISE (MBE) and Small Business Enterprise (SBE) program. Account managers SHOULD [shall honor] ATTEMPT TO MEET these goals in managing funds on behalf of the schools and offices.
1. FOR THE PURPOSES OF THIS RULE, MEETING THESE "Goals" [means increasing total dollar amounts with small and minority-owned businesses and] shall not be construed as a stipulation for any particular purchase or contract. Contracts involving state-funded dollars shall reflect the MBE participation statutes.
- B. The Office of Purchasing and the MBE [Minority Business Enterprise] Officer will monitor implementation of the program and issue an annual report to the Superintendent. Annual progress toward the goals will be evaluated on an aggregate, systemwide basis.
- C. The Office of Purchasing will make a good faith effort to obtain MBE/SBE participation in contract solicitations. These efforts may include the following:
1. Advertise in general circulation media, trade association publications, and MBE/SBE focus media. [;]
 2. Seek out MBE/SBE firms through trade shows, advocacy groups, published lists, and referrals. [;]

3. Divide contracts, where feasible, into small commodity or service units to accommodate the resource limitations of MBE/SBE vendors, while honoring bid regulations that reflect the most cost-effective measures. [;]
4. Provide small and minority-owned businesses with adequate information about the specifications and requirements of a contract, the procedures for product approval, and/or pre[-]qualification as a vendor. [;]
5. Use the services of available community, local, state, and federal business assistance offices to support recruitment of MBE/SBEs.

III. REQUIREMENTS

In order to meet the system's goals, all schools and offices are required to purchase goods, equipment, or services from award contract vendors so established or managed by the Office of Purchasing in accordance with the procedureS set forth below and any other applicable regulations[,] including, but not limited to, MBE procedures for state-funded construction.

IV. PROCEDURES

- A. THE GOAL OF THE MBE/SBE PROGRAM IS TO ENCOURAGE PARTICIPATION BY MBE/SBE VENDORS AND MEET THE PARTICIPATION PERCENTAGES FOR EACH PROJECT. IN ORDER TO ACHIEVE THIS GOAL, SCHOOLS AND OFFICES ARE REQUIRED TO:
 1. [Schools and offices shall] Use established contracts for the purchase of goods, equipment, or services, including travel, which are funded by BCPS' operating and capital budgets or by government grants.
 2. [Schools and offices shall] Use established contracts for the purchase of goods or equipment that have a life cycle of at least 36 [thirty-six] months.
 3. [Schools and offices shall] Use established contracts for equipment, furnishings, and goods which are serviced and/or maintained by BCPS [personnel] or through BCPS funding.
- B. Schools and offices shall have the option to use other sources for the purchase of consumable products that have an individual or group dollar value of less than the statutory bid limit.
- C. The Office of Purchasing reserves the right to waive all or part of this program for a specific contract or purchase where it determines that the

application of this program conflicts with the overall mission, objectives, and responsibilities of the school system.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §5-112, *BIDS*
ANNOTATED CODE OF MARYLAND, STATE FINANCE AND PROCUREMENT ARTICLE §14-302, *PROCUREMENT FROM MINORITY BUSINESS*
COMAR 21.11.03.04, *MINORITY BUSINESS ENTERPRISE POLICIES*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3209, *PURCHASING PRINCIPLES*
BOARD OF EDUCATION POLICY 3210, *PURCHASING GUIDES*
BOARD OF EDUCATION POLICY 3215, *CONTRACTS*

Rule
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Superintendent of Schools