

**CONTRACTING WITH  
WOMEN'S AND MINORITY BUSINESS ENTERPRISE (W/MBE)  
SMALL AND LABOR SURPLUS AREA FIRMS**

- A. Please use the attached W/MBE solicitation list when procuring contractors for bids.
- B. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services.
- C. Affirmative steps shall include the following:
  - (1) Including qualified small and minority businesses on solicitation lists.
  - (2) Assuring that small and minority 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 business participation.
  - (4) Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority business.
  - (5) Using the services and assistance of a Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and Community Services Administration as required.
  - (6) If any subcontracts are to be let requires the prime contractor to take the affirmative steps in 1 through 5 above.
- D. Grantees shall take similar appropriate affirmative action in support of women's business enterprises.
- E. Grantees are encouraged to procure goods and services from labor surplus areas.
- F. Grantor agencies may impose additional regulations and requirements in the foregoing areas only to the extent specifically mandated by statute of presidential direction.