

## Small and Minority Firms, Women's Businesses and Labor Surplus Area Firms

- ✓ **Take all necessary affirmative steps to assure small and minority firms, women's business enterprises, and labor surplus area firms are used when possible.**

Affirmative steps include the following:

- Placing qualified small and minority firms and women's business enterprises on solicitation lists;
- Assuring small and minority firms and women's business enterprises are solicited whenever they are potential sources;
- Dividing total purchase requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority firms and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority firms and women's business enterprises;
- Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring the prime contractor, if subcontractors are to be used, to take these same affirmative steps.

[\[34 CFR § 80.36\(e\)\]](#)