

Department of Purchasing and Supply Management

12-02-Small Business Program

Fund/Agency: 001/12	Department of Purchasing and Supply Management	
Personnel Services	\$82,202	<p>CAPS Percentage of Agency Total</p> <p>3.3%</p> <p>96.7%</p> <p>■ Small Business Program ■ All Other Agency CAPS</p>
Operating Expenses	\$42,180	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$124,382	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$124,382	
Positions/SYE involved in the delivery of this CAPS	2/1.5	

► CAPS Summary

A 1981 Board of Supervisors mandate created the Small Business Enterprise Program (SBEP), in order to increase the participation of the small and minority business community in County procurement activities. The primary responsibility of the SBEP office is to ensure that small businesses, minority-owned businesses, and women-owned businesses are treated fairly and have an opportunity to compete for the County's contract dollars. The Fairfax County definition for small and minority-owned businesses is as follows and is in accordance with the definitions used by the Commonwealth of Virginia:

Small Business – A corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

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Minority Business – A business enterprise that is at least 51 percent owned and controlled by a minority person or persons. Such persons include African American, Hispanic American, Asian Americans, American Indians, Eskimos and Aleuts; women regardless of race or ethnicity; and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.

The SBEP office engages in a variety of outreach efforts, including counseling and assistance, which are intended to maximize prime and subcontract opportunities for small, minority-owned businesses, and women-owned businesses.

These efforts include the following activities:

- Planning and conducting seminars, training, and counsel for the business community;
- Advising staff, and providing leadership, and direction for the County Small Business Enterprise Program activities;
- Planning, developing, and implementing County-wide program policies, procedures, and practices;
- Representing the County to national, State and local audiences through participation at conferences;
- Performing continual reviews and evaluations of small business activity within the acquisition operations of the County; and
- Maintaining vendor resource information, small and large businesses, educational, and non-profit organizations.

In FY 2001 the SBE office implemented two initiatives to reach small, minority-owned, and women-owned businesses and to help them grow. In FY 2001, of the \$356 million awarded for goods and services, 29 percent was awarded to small businesses and 10 percent went to minority-owned businesses.

1. Entered into partnerships with other County and State agencies, national and local chambers of commerce, and vendor resource organizations.
2. Conducted quarterly SBEP sponsored workshops on how to do business with Fairfax County. It is anticipated that the workshops will be held monthly (with the exception of June and December) starting in FY 2002.

The SBEP has additional responsibility of providing staff support to the Small Business Commission appointed by the Board of Supervisors.

Funding for the Small Business Enterprise Program CAPS is provided entirely through the General Fund in the budget of the Department of Purchasing and Supply Management. In FY 2000, the Board of Supervisors appropriated \$25,000 to support the Small Business Commission initiatives. Funding for this activity continued at the same level in FY 2001 and FY 2002.

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► Method of Service Provision

Merit County employees provide all functions during standard County work hours (8:00 am – 4:30 pm) and also during scheduled evening meetings in support of the Small Business Commission. Services are provided to firms directly through individual consultations, responding to inquiries, seminars, referrals, and distribution of educational materials.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Outreach Sessions (Conferences, Workshops, Seminars)	19	12*	19	21	25
Counseling Sessions	48	36*	47	46	40
Partnerships	NA	NA	NA	12	14

* Data available for 7 months.