Montgomery County Commission
Minority and Women-Owned Business Initiative

Policy Statement

The Montgomery County Commission (MCC) is committed to:

- increase participation by Minority and Women-Owned Businesses (M/WBs) in the contracting and procurement processes in Montgomery County;
- ensure equal opportunity for M/WBs to participate in the contracting and procurement processes;
- prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the contracting and procurement processes; and
- achieve a minimum of 30% participation (as contractors and/or subcontractors) by M/WBs in the awarding and execution of county contracts and to increase M/WBs participation in the bidding process in Montgomery County.

Policy Implementation

The Montgomery County Commission will engage and/or hire a M/WB Liaison to assist Montgomery County in developing and executing a plan to implement the M/WB Initiative in compliance with federal and state laws and Montgomery County purchasing procedures. The plan will include, but not be limited to, steps to accomplish the following:

- disseminate information on available business opportunities to ensure M/WBs are provided an equal opportunity to participate in the contracting and procurement processes;
- maintain and update a directory of M/WBs;
- make prospective contractors and vendors aware of the MCC’s M/WB Initiative;
- attend pre-bid/pre-proposal conference(s) to explain M/WB Initiative objectives and to respond to questions;
- review requests for bids/proposals prior to formal advertising or solicitation to make sure that proper instructions are included regarding the MCC’s M/WB Initiative objectives;
- maintain accurate and up-to-date records demonstrating M/WB Liaison’s efforts and accomplishments; and
- monitor and track the status of W/MB participation as it relates to the goal of 30% minimum participation in the county’s contracting and purchasing processes.

The plan will also establish procedures to ensure equal opportunity to compete in MCC’s contracting and procurement processes such as:

- arrange solicitations, time for submission of bids/proposals, quantities, specifications, and deliveries to better facilitate the participation of M/WBs;
- implement informational programs on opportunities and procedures;
- assist and provide information on avenues of access on items such as the inability to obtain insurance, bonding, financing, and technical assistance;
- include the MCC’s M/WB Initiative policy and objectives in requests for bids and proposals; and
• provide information and communication on contracting procedures, specifications and RFPs to M/WBs in a timely manner.

Recognition of M/WBs

To ensure that the MCC’s M/WBs policy benefits businesses which are owned and controlled in both form and substance by minority individuals or women, the MCC shall recognize M/WB certification by the Alabama Department of Economic and Community Affairs (ADECA) or Federal 8-A certification.

ADECA eligibility requirements for certification by ADECA include but are not limited to the following:

1. A business must be at least 51 percent minority/woman-owned, controlled and operated on a daily basis
2. Must have been in operation for at least one year prior to applying for minority business certification status
3. Must have a legal presence (license) to operate in Alabama
4. Majority owner(s) must be a legal resident of the United States by birth or naturalization
5. Must be socially disadvantaged (defined as those individuals who have been subjected to racial or ethnic prejudice, sexual or cultural bias because of their identity as a member of a group without regard to their individual qualities)
6. Must be economically disadvantaged (defined as those individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities)
7. Must be a member(s) of an officially designated socially disadvantaged group such as African-American, Native American or Alaskan Native, Hispanic-American, Women, Asian-Pacific American, and Asian-Indian American.

Nothing in this policy and its implementation is to be construed to require MCC to award a bid and/or contract to any bidder other than the lowest responsible bidder or to require contractors to award subcontracts to or make purchases from M/WBs who do not submit the lowest responsible sub-bid.