USDA-Rural Development *Position 3*
MN 1780, Guide 5
(Rev. 12/04)

AFFIRMATIVE STEPS ON SMALL, MINORITY AND WOMEN SUPPLIERS AND SERVICES

To comply with Federal regulations, we certify that efforts have been made to procure goods and services from labor surplus areas, and that affirmative steps have been taken to assure that small, minority and women's businesses have been utilized when possible as sources of supplies, equipment, construction and services on this Federally-financed project, including 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 businesses.

5. Using the services and assistance of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.

6. If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps outlined in the paragraphs above.

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Organization

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Mayor / Chairperson