

**COUNTY OF HENRICO
SMALL, WOMEN-OWNED, AND
MINORITY-OWNED (SWaM) SUPPLIER POLICY**

1. GOAL OF SWaM SUPPLIER POLICY

The goal of the SWaM Supplier Policy (“Policy”) is to promote and facilitate the participation of small businesses, businesses owned by women, minorities, and service disabled veterans, and employment services organizations in all County procurements. The Policy shall apply to all County procurements.

2. IMPLEMENTATION OF POLICY

The County Manager shall implement the Policy in the County’s SWaM Program. The SWaM Program shall have the support of all County departments, including Henrico County Public Schools. The Director of Purchasing shall develop and carry out procedures to assure that SWaM suppliers have the maximum practicable opportunity to participate in County procurement transactions.

3. DEFINITIONS

The terms set forth below shall have the following meanings:

- a. “Small Business” means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.
- b. “Minority individual” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following categories: African American, Asian American, Hispanic American, and Native American.
- c. “Minority-Owned Business” means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university as defined in section 2.2-1604 of the Code of Virginia regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.
- d. “Women-Owned Business” means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

- e. “Service-Disabled Veteran” means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veteran Affairs.
- f. “Service-Disabled Veteran Business” means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.
- g. “Employment Services Organization” means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

4. **FUNCTIONS OF THE COUNTY’S SWaM PROGRAM**

The SWaM Program will perform the following functions:

- a. Develop and actively publicize programs to increase the participation of SWaM suppliers in County contract and procurement activities;
- b. Monitor and assess the utilization of SWaM suppliers in County contract and procurement activities;
- c. Identify SWaM suppliers and promote their awareness of County contracting opportunities;
- d. Utilize suppliers certified by the Virginia Department of Small Business and Supplier Diversity (VDSBSD).
- e. Establish delivery schedules that will encourage participation by SWaM suppliers and meet County needs.
- f. Cooperate with, and use the services and assistance of, the United States Small Business Administration, and other public and private agencies.
- g. Participate in local, regional, and national conferences and events involving small, women-owned, minority-owned, and service disabled veteran-owned suppliers and employment services organizations.