



# ARKANSAS DEPARTMENT OF AGRICULTURE

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## MINORITY & WOMEN-OWNED BUSINESS PURCHASING PLAN POLICY

**EFFECTIVE: 02/10/2020.** This Policy supersedes earlier policies, which are hereby repealed.

I. Pursuant to ACA §15-4-302, the Arkansas Department of Agriculture (Department) shall attempt to ensure that the following percentages of the total amount expended in state-funded and state-directed public construction programs and in the purchase of goods and services for the state each fiscal year are paid to minority business enterprises and women-owned business enterprises:

- A. Minority business enterprises: eight percent (8%).
- B. Service-disabled veteran-owned enterprises: two percent (2%)
- C. Women-owned business enterprises: five percent (5%)

II. Pursuant to ACA §15-4-310, the Department shall designate a minority and women business officer who will act as the contact for the Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) and the Minority and Women-owned Business Council (MBWAC). The Department must notify the MBE, MWE, and Office of State Procurement, providing this person's contact name and information.

III. Pursuant to ACA §15-4-311, the Department will submit to the Division of Minority and Women-owned Business Enterprise of the Arkansas Economic Development Commission and the Office of State Procurement or their successors an annual minority purchasing plan prior to June 30 of each year.

IV. Pursuant to ACA §15-4-312, within fifteen (15) days of the close of each six-month period, the Department shall submit a report to the MWBAC summing up total procurement for all non-exempt state contracts, the dollar value, and the percentage of the state contracts awarded to minority and women-owned business enterprises.

V. It is the Policy of the Department to seek out and use minority and women owned businesses for purchase of goods and services to the maximum extent feasible.

VI. The Program/Field Auditor Supervisor is assigned as the Minority Business Officer for implementation of the Department's Minority Business Purchasing Plan.