

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL		6/1/02	4/09	11	11.8
CHAPTER Chapter 11. Procurement			SUBJECT Contracting with Small and Minority Firms			

To the extent possible, affirmative steps must be taken to assure small and minority businesses are utilized when possible. Affirmative steps to include small and minority businesses are:

- Include such businesses on solicitation lists;
- Assure such businesses are solicited when they are potential sources;
- When economically feasible, divide total requirements into smaller tasks and quantities;
- Establish delivery schedules that encourage participation by these firms;
- Use services and assistance of the Small Business Administration and the Minority Business Enterprise of the Department of Commerce;
- Require prime contractors to take these affirmative steps if any subcontracts are to be let; and
- Take appropriate affirmative action in support of women's business enterprises.

Reference: CFR226.22(f)(1-7)