

Districts are responsible for reviewing their work and identifying projects for the small business program.
Note: In order for a professional services advertisement to be reserved for small businesses, the ad must be \$1,500,000 or less.

The District Secretary must approve all potential projects before they are sent to the Business Development Specialist in Central Office

Once Central Office Business Development Specialist receives email, the project will be added to the Equal Opportunity Office's - BDI Reserved Contracts webpage.

The email to Central Office shall include:

Advertisement number,
Description of each project,
Estimated project cost,
Fiscal Year,
FPID number,
Advertisement/Response date (Month/Year),
Estimated Contract Execution (Month/Year),
Source of funds (state or federal),
Major and Minor Work Types.

Once the job is reserved for the program it must be advertised:

- The contract will be \$1,500,000 or less
- Teams must be technically prequalified in all listed professional service work types, and have an audit where noted in the advertisement.
- All subcontractors must be small businesses.
- Other requirements of the advertisement must be

The Project must also be identified in the appropriate internal systems to receive credit.