

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b>Subject:</b> <b>PROCUREMENT PREFERENCE PROGRAMS (P3) Policy</b>	<b>Policy</b> <b><u>Number</u></b> <b>B-34</b>	<b><u>Page</u></b> <b>1 of 6</b>
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**I. POLICY**

It is the goal of the County of Riverside to promote local and small business participation and help improve opportunities in all procurement activities with the County. It is also the goal of the County to recognize the sacrifices veterans have made in serving and defending our country and to encourage greater economic opportunities through County procurements. The County desires to explore and implement new means and methods to encourage and incentivize businesses which meet local and/or small business requirements, are owned by veterans, and/or employ veterans. To further these goals, the County has developed a Procurement Preference Program (P3) that incorporates various preference programs.

The Board also encourages equal opportunities for minority-owned and women-owned businesses to compete for contracts of all types entered into by entities governed directly or ex-officio by the Board of Supervisors.

This policy shall apply to all agreements, contracts, leases, and procurements for materials, services, or consultants paid for, in whole or in part, out of County funds or funds administered by the County. All bid documents will include a statement that the County may, where applicable, apply the preference programs in determining the award of a contract or purchase.

The preference programs shall not apply to the extent they conflict with any applicable state or federal law, regulation, or funding source requirements.

**II. DEFINITIONS**

**Service-Disabled Veteran-Owned Business (SDVOB):** Service-Disabled Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more service-disabled veteran(s).
2. For purpose of this policy, a service-disabled veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard, Federal Reservists, or National Guard and who possesses either a disability rating letter issued by VA establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran owner(s) to establish confirmation of military service and discharge status.

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**Veteran-Owned Business (VOB):** Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more veteran(s).
2. For purpose of this policy, a veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 with proof of title 10 orders, or title 32 orders for each veteran owner(s) to establish confirmation of military service and discharge status.
4. National Guard members and Federal Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves.

**National Guard and Federal Reserve Veteran-Owned Business:** National Guard or Federal Reservists Veteran-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more National Guard or Federal Reservist veteran(s).
2. For purpose of this policy, Federal Reservists or National Guard veteran is a member who served honorably in the Reserves or National Guard but has no active duty time other than for training purposes only.
3. The ability to provide a valid NGB Form 22 for each National Guard veteran owner(s) to establish confirmation of service.
4. The ability to provide a valid DD Form 214 (long form) and an honorable discharge certificate for each Federal Reservist veteran owner(s) to establish confirmation of service.

**Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business:** Active members of the U.S. Armed Forces, National Guard or Federal

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Reservist-Owned Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be at least 51 percent directly and unconditionally owned and controlled by a combination of one or more active members of the U.S. Armed Forces, National Guard or Federal Reservist(s).
2. For purpose of this policy, active member is a person who is a current member of the U.S. Armed Forces serving on active duty or who is a current member of the National Guard or Federal Reserve forces serving on Title 10 or Title 32 active duty or current members of the National Guard and Reserve forces.
3. The ability to provide proof of service orders or military ID card showing active Reserve, National Guard or Active Duty status in the U.S. Armed Forces.

**Veteran-Qualified Business (VQB):** Veteran-Qualified Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Maintain a workforce in which no less than 10% of its total are veteran employees.
2. For purpose of this policy, a veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
3. The ability to provide a valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran employee(s) to establish confirmation of military service and discharge status.
4. National Guard members and Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves.

**Small Business:** Small Business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Be independently owned and operated.

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2. Not be nationally dominant in its field of operation.
3. Operate primarily within the U.S. and make contributions to the U.S. economy through payment of applicable local, state, and federal taxes.
4. Meet size standards established by the U.S. Small Business Administration which specifies firm size by North American Industrial Classification System (NAICS) codes.

**Local Business:** Local business as used in this policy, means a business concern, consultant or contractor that meets the following requirements:

1. Have fixed offices located within the geographical boundaries of Riverside County.
2. Be authorized to perform business within the County, and in doing so, credit all sales tax from sales generated within Riverside County to the County.
3. Have at least fifty-one percent (51%) of all employees physically located in and performing business out of said local office.
4. Have a Riverside County business street address, which shall be open with established business hours.
5. Establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the County as a local business.

### **III. PREFERENCE PROGRAMS**

**General Terms:**

The preference programs shall be applied to all applicable bids. Bidders shall indicate their intent to claim preference by submitting all appropriate forms and certifications. In the event of multiple bidders qualifying for preferences on a single bid, match opportunities will be given in the following group order and at the matching percent identified:

1. Service-Disabled Veteran-Owned Business (SDVOB (5% preference)
2. Veteran-Owned Business (VOB) (5% preference)
3. National Guard and Reserve Veteran-Owned Business (5% preference)
4. Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business (5% Preference)

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5. Veteran-Qualified Business (VQB) (5% Preference)
6. Small Business (5% match)
7. Local Business (5% match)

In the event of multiple bidders on a single bid qualifying within the same preference designation, match opportunities will be given based on lowest to highest costs within said preference designation.

There will be a maximum cap of \$25,000 for the preference designations. The 5% preference cannot exceed a cost of more than \$25,000 from the lowest bid.

**IV. PURCHASING DEPARTMENT ROLE**

The Purchasing Department, through the County Compliance Contracts Officer, shall develop, manage, and implement the preference programs. The Compliance Contracts Officer shall:

1. Provide assistance and guidance to all departments, offices, agencies, and Board-governed special districts in matters related to the implementation, interpretation, and enforcement of this policy.
2. To the best of its ability, and dependent upon technology capabilities and resources, develop a systematic method for identifying and maintaining an inventory of small, local, veteran-owned, veteran-qualified, minority-owned, and/or woman-owned business organizations.
3. Participate in business opportunity-related meetings, conferences, seminars, etc., with small, local, veteran-owned, veteran-qualified, minority-owned, and/or woman-owned business organizations.
4. Have authority to request and receive information from County departments, agencies and special districts regarding compliance with this policy.

**V. PURCHASING POLICY MANUAL**

The Purchasing Policy Manual shall provide information and instructions on the application of the Procurement Preference Programs.

**VI. RACE AND GENDER NEUTRALITY**

Under no circumstances shall this policy be construed as requiring or permitting the County, or any office or agency to which this policy may apply, to award any agreement, contract, acquisition lease, lease, or purchase for supplies, equipment, materials, services, professional services, public works, professional consultants, or

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trainers to any person, company, firm, or other business organization or entity whatsoever on any basis other than the lowest responsive and responsible bidder, as set forth in the pertinent bid or proposal documents, without regard to race, sex, color, ethnicity, or national origin.

**Reference:**

Minute Order 3.16 of 03/08/94  
Minute Order 3.32 of 06/01/99  
Minute Order 3.3 of 04/10/07  
Minute Order 3.8 of 05/21/2019