

Disadvantaged Business Enterprise Purchasing Program

1. What is a Disadvantaged Business Enterprise?

Disadvantaged Business Enterprise: Is a small business concern,

1. which is at least 51% owned by one or more socially and economically disadvantaged individuals or in the case of any public-owned business, at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals; and
2. whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals.

B. Economically/Socially Disadvantaged Individuals: A person who is a citizen or lawful permanent resident of the United States and who is:

1. Female: which includes any person of the female gender including persons having origins of any of the ethnic groups described below and any person of the Caucasian groups;
2. African-American: which includes persons having origins in any of the black ethnic groups of Africa;
3. Hispanic-American: which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
4. Native-American: which includes persons who are American Indians, Eskimos, Aleuts or native Hawaiians;
5. Asian-Pacific American: which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U. S. Trust Territories of the Pacific, and the Northern Marianas; and

6. Asian-American Indians: which includes persons whose origins are from India, Pakistan, and Bangladesh.

7. Other individuals may be found to be socially or economically disadvantaged on a case-by-case basis. For example, a disabled Vietnam veteran, an Appalachian white male, or another person may claim to be disadvantaged. These owners must demonstrate that their disadvantaged status arose from individual circumstances, rather than by virtue of membership in a group.

2. How do DBE companies register or certify with Audubon Nature Institute?

Classification Forms are available online at www.auduboninstitute.org/bid or by contacting the Purchasing Department. Forms should be returned to Purchasing via email or fax. challiwill@auduboninstitute.org or fax 504-866-1224.

3. What is the next step after my classification form is submitted?

The Purchasing Department will contact the DBE and set up a “meet and greet” with the departments that use the products and services offered by the DBE. The meeting will consist of Purchasing, Supplier and Audubon Department Supervisor. The meet and greet will be scheduled within 30 days of receiving the classification form. It is required for department heads to attend the meetings and use DBE vendors when possible.

4. Does Audubon give preference to DBE Vendors when awarding contracts?

No, the only preference clause that is allowed under Louisiana Public Bid Law is for Seafood. Audubon Purchasing does track the DBE sub-contractors used by prime contractors for Construction Projects.

5. Audubon Purchasing encourages the uses of Tier 2 programs between large corporations and DBE Vendors. Purchasing identifies a minimum of two contracts each year, and will work with to establish tier two programs. DBE’s will be required to function as their own

business, with their own offices and staff but may use corporations as wholesalers and delivery of products.

6. Quarterly Reports of DBE Procurement Card expenditures are provided by JP Morgan Chase. DBE's are asked to properly identify their companies when establishing their accounts with MasterCard and Visa. The reports provided by JP Morgan Chase are checked against Audubon's DBE list.

P-card and other DBE expenditures are provided in a quarterly report to Audubon's Community Relations Department. The report includes total expenditures broke down by DBE Category, historical data, and contracts awarded to DBE Vendors.

7. Audubon Purchasing attends local LaMBC, NMSDC, SE LA NIGP, and GCWBC Expos and hosts annual reverse trade shows.