

**STATEMENT AND PLAN FOR THE INCLUSION OF
MINORITIES/WOMEN/SMALL/DISADVANTAGED BUSINESS ENTERPRISES**

STATEMENT:

We will take all necessary affirmative steps to assure that minorities, women, small and disadvantaged business enterprises are used when possible. We will comply with all City of Shreveport requirements of Affirmative Action in Contracting Ordinances and with all state, and federal laws and regulations.

PLAN:

Affirmative steps shall include:

- (1) Placing qualified minorities, women, small and disadvantaged business enterprises on solicitation lists;
- (2) Assuring that minorities, women, small and disadvantaged business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minorities, women, small, and disadvantaged business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by minorities, women, small, and disadvantaged business enterprises;
- (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this plan.

We will monitor the effectiveness of our efforts by maintaining a log of contacts and the disposition of such. All of the records documenting our efforts will be kept open for review and public input at all times.

Agreed to by:

Sub-recipient/Organization: _____

Signature of Authorized Representative

Title

Date: _____