LOCAL EMERGING SMALL BUSINESS SEMI-ANNUAL REPORTING TO THE GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure shall provide guidance for the Purchasing Department when processing required semi-annual reporting to the Governor's Office of Economic Development (GOED) on the usage of the Nevada Emerging Small Business (ESB) Program pursuant to Nevada Revised Statute (NRS) 332.201, in the Washoe County School District (District).

PROCEDURE

1. General Program Information

    a. The ESB Program was created by Assembly Bill 294 in the 2013 Legislative Session and became effective on January 1, 2014.

    b. The ESB Program is designed to encourage the development and growth of small businesses in Nevada. The program seeks to assist small business in obtaining work with state and local government agencies through identifying small business that want to contract with government agencies.

2. Pursuant to NRS Chapter 332.201, the District, serving as a local governing body within Washoe County (whose population is 100,000 or more), shall submit a report every six (6) months to the GOED concerning local emerging small businesses (as defined under NRS 231.1402).

    a. GOED prepares and submits a reflective summary report in accordance with NRS 231.14075 to the Governor as well as the Director of the Legislative Counsel Bureau ("LCB") that includes all data/information that was been submitted by the state and local government agencies participating in the ESB Program in accordance with the purchasing statutes governing those respective agencies.

3. The District's report must be submitted to GOED within 90 days after: (a) the end of each fiscal year (June 30th); and (b) the end of each calendar year (December 31st).

    a. The report must include, without limitation, for the period since the last report:

        i. The total number of local emerging small businesses that the District solicited to submit a response to the District for a local purchasing contract;

ii. The total number of local emerging small businesses that submitted a response to the District for a local purchasing contract;

iii. The total number of local purchasing contracts that were awarded by the District to local emerging small businesses;

iv. The total number of dollars' worth of local purchasing contracts that were awarded by the District to local emerging small businesses; and

v. Any other information deemed relevant by the GOED.

b. The term "local purchasing contract" is defined as a contract awarded pursuant to the provisions of NRS 332, for which the estimated cost is not more than $100,000. The term does not include a contract for which a procurement card (PCard) is used; however, the term does include the issuance of a Purchase Order (PO) as a contract.

4. GOED provides the required reporting documents to the District's Purchasing Department via email after the end of each reporting period.

   a. The documents include: (a) the ESB Narrative Participation Report; (b) the ESB Data Participation Report; and (c) ESB Individual Awards Report.

      i. The ESB Narrative Participation Report captures outreach initiatives, staff training, database revisions/updates, and various objectives and goals set and accomplished by the District;

      ii. The ESB Data Participation Report is completed with data as it is reported through the District's BusinessPlus system using the following drill-down reports that were designed specifically to capture information for the ESB reports using specific variables: *PO2005: Purchase Order Counts Report* and *PO2007A: POs by Req. Code Summary*; and

         - The ESB Data Participation Report also requires the District to establish goals for: (a) the number of local businesses to be solicited; (b) the number of local businesses to submit a response; (c) the number of contracts to be awarded; and (d) the total dollar amount of contracts to be awarded.

iii. The ESB Individual Awards Report is completed by using data as it is reported from the District's BusinessPlus system's *PO2007B: POs by Req. Code Detail Report*.

b. The assigned Purchasing Department employee completes a *DRAFT* of each reporting document for review by the Director of Procurement and Contracts before finalizing the report for submission to GOED.

5. Once the Director of Procurement and Contracts has reviewed and approved the *DRAFT* ESB report, revisions are completed, the documents are finalized, and then the full report is submitted as instructed to the ESB Program Coordinator (i.e., via email).

    a. CC recipients to the email should include, at a minimum:

        - Assigned Purchasing Dept. staff member who prepared the documents
        - Director of Procurement and Contracts
        - Director of Government Affairs
        - Executive Assistant to the Chief Financial Officer

6. Both hard copies and electronic copies of all reports are maintained by the Purchasing Department.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Board Policy 3321, Contract Review and Approval; and

    b. Administrative Regulation 3322, Bids/Quotations and Contracts.

2. This Administrative procedure aligns with Nevada Revised Statutes (NRS), to include:

    a. Chapter 332, Purchasing Local Governments.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted