

EXECUTIVE ORDER 2004-29
Contracting With Small, Women- And Minority Owned Businesses
(*Supersedes Executive Orders 2000-04 and 2003-09*)

WHEREAS, Executive Orders 2000-04 and 2003-09 set forth Executive Branch policies relating to the solicitation and award of contracts of less than \$25,000 to women- and minority-owned businesses; and

WHEREAS, Arizona Revised Statutes 41-2535 as recently amended restricts, where practicable, procurements of less than \$50,000 to small businesses; and

WHEREAS, census data indicate that women- and minority-owned businesses comprise approximately 40 percent of all small businesses in the State of Arizona; and

WHEREAS, ensuring the inclusion of women- and minority-owned businesses in state procurement processes constitutes good public policy and increases the economic productivity and profitability of Arizona state businesses;

NOW, THEREFORE, I Janet Napolitano, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and the laws of this State, hereby order and direct as follows:

1. All Executive Branch agencies shall request at least one quotation from a women- or minority-owned business when soliciting procurements of \$50,000 or less and when practicable.
2. All Executive Branch agencies shall rotate businesses invited to submit quotations among small, women- and minority-owned businesses capable of competently performing the procurement obligations at issue when soliciting for procurements of \$50,000 or less.
3. All Executive Branch agency heads and staff performing procurement functions shall educate their employees about this Executive Order by, among other things, incorporating the existence, meaning and purpose of this Executive Order into all relevant training procedures and manuals.
4. All Executive Branch agencies shall track and report solicitations distributed and contracts awarded. This includes, but is not limited to, solicitations for procurements in the amount of \$50,000.00 or less. Reports for each fiscal year shall be submitted by electronic mail to the Governor on or before August 15 of the ensuing fiscal year. The report shall be submitted in the format established by the Department of Administration, which shall provide such format to all state agency heads not later than January 31, 2005.
5. Executive Branch agencies are directed to foster market competition in state contracting by, among other things, promoting the use of small businesses and women- and minority-owned businesses, including their use as subcontractors and suppliers.
6. The Department of Administration shall promptly take all steps reasonably necessary to comply with the intent and requirements of this Executive Order, including, but not

limited to, monitoring the extent to which solicitation responses and awards promote market competition through their inclusion of small businesses and women- and minority-owned businesses.

7. All Executive Branch agency heads shall review the participation levels achieved by their agencies at the conclusion of each fiscal year, and as part of the aforementioned August 15 report, shall make recommendations to the Governor to increase participation where practicable. If no such participation is reported, the Executive Branch agency head shall articulate specific reasons for the lack of participation and, where appropriate, submit a comprehensive plan, including a timeline, for improvement.
8. All Constitutional Officers, independent state entities, political subdivisions and others to whom this Executive Order may not explicitly apply are encouraged to comply with the intent and the requirements of this Executive Order.

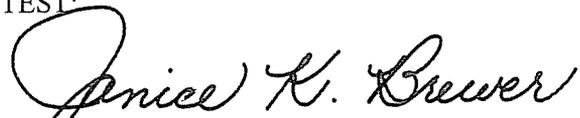
IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.


GOVERNOR



Done at the Capital in Phoenix this 12th day of December in the Year Two Thousand and Four and of the Independence of the United States of America the Two Hundred and Twenty Ninth.

ATTEST:


SECRETARY OF STATE