

Small Business Set Aside Program

It is the policy of Stockton University that small businesses (each a “small business enterprise” or “SBE”), as determined and defined by the State of New Jersey, Division of Minority and Women Business Development (“Division”) and the New Jersey Department of the Treasury (“Treasury”) in N.J.A.C. 17:14 et seq. or other application regulation, should have the opportunity to participate in the University’s Contracts.

To the extent the Firm engages subcontractors or sub-consultants to perform services for Stockton University pursuant to this Contract, the Firm must demonstrate to Stockton University satisfaction that a ***good faith effort*** was made to utilize subcontractors and sub-consultants who are **registered with the Division as a Small Business Enterprise**.

Evidence of a “*good faith effort*” includes, but is not limited to:

1. The Firm shall request listings of SBEs from the Division (609) 292-2146 and /or via the following link: https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp;
2. The Firm shall keep specific records of its efforts, including records of all requests made to the Division, the names of SBEs contacted, and the means and results of such contacts, including without limitation receipts from certified mail and telephone records;
3. The Firm shall actively solicit and shall provide Stockton University with proof of solicitations of SBEs for the provision of Services, including advertisements in general circulation media, professional service publications and small business, minority-owned business or women-owned business focus media;
4. The Firm shall provide evidence of efforts made to identify categories of Services capable of being performed by SBEs;
5. The Firm shall provide all potential subcontractors and sub-consultants that the Firm has contacted pursuant to 2 or 3 above with detailed information regarding the scope of work of the subject contract; and
6. The Firm shall provide evidence of efforts made to use the goods and/or services of available community organizations, consultant groups, and local, State, and federal agencies that provide assistance in the recruitment and placement of SBEs.

Furthermore, the Firm shall submit proof of its subcontractors’ and/or sub-consultants’ SBE registrations and shall complete such other forms as may be required by Stockton University for State reporting as to participation.

Notes:

- For more information, please visit the Division of Purchase and Property [Small Business Set Aside Program website](#).
- In order to qualify as an SBE, Small businesses must be registered with the Division of Revenue, Small Business Enterprise Unit on or before the date the bid or proposal is received and opened by the University.