

# Small Steps for Small Business

## How University Employees Can Support Small Business

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### Impact of Small Business

The U.S. Small Business Administration (SBA), Office of Advocacy, compiles annual and quarterly data on the vital impact of small business on our communities and nation. The SBA partially funds the U.S. Census Bureau to produce small business data through the following programs, Statistics of U.S. Businesses (SUSB), Business Dynamics Statistics (BDS), and Nonemployer Statistics (NES). The SBA also uses data from the U.S. Bureau of Labor Statistics program, Business Employment Dynamics (BED). Visit the following sites for current data.

U.S. Small Business Administration, Office of Advocacy

<https://www.sba.gov/advocacy>

Scroll down to “Topic Categories” in the right pane for a full selection of reports.

SBA’s Small Business Profiles for the States and Territories

[https://advocacy.sba.gov/2019/04/24/2019-small-business-profiles-for-the-states-and-territories/?utm\\_medium=email&utm\\_source=govdelivery](https://advocacy.sba.gov/2019/04/24/2019-small-business-profiles-for-the-states-and-territories/?utm_medium=email&utm_source=govdelivery)

### Defining Small Business

The Tennessee Governor’s Office of Diversity Business Enterprise (GoDBE) defines and certifies five categories of small and diverse businesses. To be eligible for certification, businesses in all five categories must be for-profit, continuing, independent businesses performing a commercially useful function.

<b>Small Business Enterprises - SBEs</b>  Fewer than 100 employees OR Total gross receipts of no more than ten million dollars averaged over three years	Businesses at least 51% owned and controlled by persons in these categories:  <b>Disabled-owned Business Enterprises – DSBEs</b> <b>Minority-owned Business Enterprises – MBEs</b> (African American, Asian American, Hispanic American, Native American) <b>Service-Disabled Veteran-owned Business Enterprises - SDVBES</b> <b>Women-owned Business Enterprises - WBEs</b>
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Collectively, these businesses are known as “Diversity Business Enterprises” or “DBEs.”

*Why does UT adhere to GoDBE’s definition?*

GoDBE measures diversity spend for all state agencies. GoDBE only measures spend with *GoDBE-certified* businesses.

### Can UT Department Needs, UT Policy, and Support of Small Business Co-Exist?

*I want to support local small and diversity businesses. May I buy ANY goods or services from them?*

No. If goods and services are available through UT Service Centers and purchasing agreements, you must purchase through those resources. However, you may still have the opportunity to support small businesses.

- Several of UT’s Services Centers do business with small and diverse businesses.
- UT has purchasing agreements with small and diverse businesses.


*I need goods or services that are not available through existing UT resources. May I buy from DBEs?*

Yes! Please seek DBEs for your small purchases or purchasing requisitions when possible.

*My department needs goods/services procured through a formal bid. Will Procurement Services seek bids from DBEs?*

Yes! As required by the Tennessee Small Business and Minority-owned Business Purchasing and Contracting Act (TCA 12-3-801), the university will actively solicit bids from small and diverse businesses.

## Opportunity vs. Award: Measuring Your Needs and Expectations against Small Business Delivery

What goods and services do I need?		Can a DBE provide what I need?
What are my expectations?		Can a DBE meet my expectations?
<p>DBEs can provide excellent service and individual assistance. Gallup polls show Americans trust small business. Departments are encouraged to use DBEs, but DBEs must meet our expectations if they wish to earn our business.</p>		

### Finding Small and Diversity Businesses

Visit the “For UT Employees” section of the UT Procurement’s DBE webpage to connect to the GoDBE Diversity Business Directories. <https://procurement.tennessee.edu/dbe/>.

If you need help identifying DBEs for a Federal Small Business Subcontracting plan, contact UT’s Small Business Liaison.

### Small Steps for Small Business – You Can Make a Difference!

- Seek DBEs for small purchases or requisitions when your needs cannot be met through existing UT resources.
- Refer DBEs that meet or exceed your expectations to other UT departments.
- Encourage DBEs to visit UT’s DBE webpage and take advantage of the resources.
- Introduce DBEs to UT’s Small Business Liaison or your campus procurement office.
- Encourage non-certified business to consider GoDBE certification. Tell them about the state’s diversity business directory. TN government agencies are increasingly going to the GoDBE directory as a resource.
- When you send Payment Works invitations to companies, encourage them to list diversity certifications in their profile.
- Send your DBE success stories to UT’s Small Business Liaison or your campus procurement office.

### Small Steps on a Personal Level – Make an Even Bigger Difference!

- Explore local, small businesses with a friend.
- Take part in Small Business Saturday on the fourth Saturday in November.  
Learn more here: <https://www.americanexpress.com/us/small-business/shop-small/about>.
- Take part in local Minority Economic Development (MED) Week activities each October.
- Volunteer with your local business support agencies or at a small business events.

### Small Steps to Help with UT’s DBE Reporting

- Use correct GL codes when paying invoices in IRIS.
- If you do business with a *GoDBE certified vendor* and pay them by PCard – alert UT’s Small Business Liaison so UT can report the spend.
- If you work with a DBE certified by an agency other than GoDBE, introduce them to UT’s Small Business Liaison to see if they are eligible for reciprocal certification with GoDBE.