

# Quick Reference Guide: Affirmative Steps



Affirmative Steps =  
Positive Efforts

7 ways to support  
small business, minority,  
women-owned, labor areas  
surplus firms (SB, MOB,  
WOB, LASF)

1. Info available about upcoming purchases
2. Plan timeframe to allow max participation
3. Enlist SBA help

4. Include on solicitation list
5. Solicit them
6. Break into smaller pieces
7. Encourage consortiums

It's required,  
not just "nice to do" 



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