

POLICY

# Supplier Diversity Procurement Policy

ISSUED ON 01/01/2024

## A. Purpose

The purpose of this policy is to promote and enhance the University of Rochester's (UR) Meliora values by encouraging the growth of diverse businesses, contributing to entrepreneurship, job creation, and economic empowerment, and helping the Rochester community address poverty as a social determinant of health and opportunity. UR believes that diversity strengthens the organization and is beneficial to the local community. UR is committed to providing and enforcing equal access to suppliers and to facilitate equity in its business relationships. Moreover, the policy will ensure the University complies with federal, state, and county legal requirements including contracting requirements under NYS Executive Law 15-A<sup>1</sup>, with regard to doing business with diverse suppliers defined in Section D "Definition".

<sup>1</sup> NY Exec Law Art 15-A *available at* [Laws of New York \(state.ny.us\)](https://www.state.ny.us)

## **B. Scope and Intent**

This policy is intended to foster, direct, and provide accountability for all departments to facilitate participation of diverse suppliers in procurement efforts, but focuses on the responsibility of the decision-makers within departments. UR commits to not discriminate in any procurement activities on the basis of race, gender, ancestry, country of origin, marital status, ethnicity, sexual orientation, gender identification or expression, religion, disability, age or any other protected diversity category. Evidence of any such discrimination by a supplier to the University will result in cancellation of contractual arrangements with that supplier.

## **C. Department Responsibilities and Commitments:**

To affirm the University of Rochester's commitment, all University departments and divisions have the following responsibilities and may seek assistance from Purchasing and/or Facilities to comply with them:

- a. To engage diverse suppliers in bidding opportunities.<sup>2</sup>
- b. To pursue opportunities to increase diversity across all business relationships regardless of the nature, length of relationship, or any other factors by engaging diverse suppliers in bidding opportunities. At least one diverse supplier must be invited to participate in the bid process. All suppliers will be encouraged to source materials and/or services to MWBEs. Departments will maintain a record using the Supplier Price Justification and Conflict of Interest (SPJCI) Form to document these efforts, including the bid process result summary.

c. If no Tier I MWBE supplier and Tier II opportunity are identified, Department will contact Purchasing or Facilities Supplier Diversity Director to ensure the efforts will be documented for Grant requirements.

d. Once established, all departments commit to submitting RFPs to central depository for publication on Purchasing website.

e. Purchasing and Facilities will collaborate with departments to identify areas of opportunity for increasing the use of MWBE suppliers.

f. Departments will encourage MWBEs to bid by including them in efforts open to all bidders such as meet-and-greets and post-award debriefs with bidders.

<sup>2</sup> See University of Rochester Competitive Bid Policy (<https://urmc-smh.policystat.com/policy/12939207/latest/>). Purchases of \$25,000 or more require competitive bids, but certain fund sources may require competitive bids at lower amounts.

## D. Definitions

Diverse suppliers must meet one of the following:

a. **Minority Owned Business Enterprise (MBE):** A business that is at least 51% owned, operated, and controlled by one or more minorities. Minority groups include Asian Pacific Americans, or Subcontinent Asian Americans, African Americans, Hispanic Americans, Native Americans, Alaska Native Corporations, Indian Tribes, Native Hawaiian Organizations. Individuals must be U.S. citizens and have at least 25% heritage in one of the minority groups.

b. **Women-Owned Business Enterprise:** A business that is at least 51% owned, operated and controlled by a woman or more women.

c. **Veteran-Owned Business Enterprise:** A business that is at least 51% owned, operated and controlled by one or more veteran(s).

d. **Veteran-Disability Owned Business Enterprise:** A business that is at least 51% owned, operated, and controlled by one or more veterans with a disability not incurred during their time of service.

e. **LGBTQ Owned Enterprise:** A business that is at least 51% owned, operated and controlled by a LGBTQ individual(s).

f. **Disability-Owned Business Enterprise:** A business that is at least 51% owned, operated, and controlled by one or more individuals with a disability.

**Other Definitions:**

a. Primary Supplier or Tier I shall mean a supplier who provides goods and services to the University and is paid for those by the University directly.

b. Sub-Tier Supplier or Tier II shall mean a supplier that provides goods and services to a Primary Supplier (by utilizing them as a second-tier supplier).

c. Eligible Spend means expenditures with suppliers that are external to the University.

## **E. Transparency and Disclosure:**

- a. The University will post and regularly update this Policy within its website (UR website). Purchasing will also post this Policy within its website.
- b. The University will promote and publish information about innovative successes with diverse suppliers and be willing to share those ideas with others within the professional and social community within UR website.
- c. Purchasing shall also track and report within its key metrics the percentage of periodic spend within its control, and take steps to grow that relative share of spend as a strategic goal.

## **F. Reporting Requirements and Agency Compliance:**

The University is committed to actively managing or facilitating the timely reporting of spend data related to regulatory requirements, including reporting related to research grants and awards.

## ABOUT THIS POLICY

### **Policy Applies To**

Faculty, Staff

### **Issuing Authority**

Administration & Finance

### **Responsible Officer**

Carl Tietjen

## ADDITIONAL RESOURCES

**[Small Business Administration \(SBA\) Women-owned businesses \(https://www.sba.gov/business-guide/grow-your-business/women-owned-businesses\)](https://www.sba.gov/business-guide/grow-your-business/women-owned-businesses)**

**[State Minority- and Women- Owned Business Enterprise Program - NYC Business \(https://www1.nyc.gov/nycbusiness/description/state-minority-and-women-owned-business-enterprise-program\)](https://www1.nyc.gov/nycbusiness/description/state-minority-and-women-owned-business-enterprise-program)**

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