

Policy Type: Operational
Applies to: Faculty, staff and students

POLICY DATES

Issued:
Revised:
Edited:
Reviewed: March 2019

The purpose of this policy is to enhance the successful business relationships between Minority, Woman and Physically-Challenged Owned Business Enterprises (M/W/DBE's), and the University of Mount Union.

Mount Union is committed to actively seeking goods and services from minority, women, and physically-challenged owned businesses. We strive to increase the visibility of the Supplier Diversity Program within the University supply base.

Policy Details

- I. Minority/Women-Owned Business Classifications Definitions
 - A. Minority Business Enterprise
 - B. Physically-Challenged
 - C. Women-Owned Business Enterprise (WBE)
 - D. Certification Requirements
- II. Policy
- III. Function/Evaluation/Assessment

PROCEDURE

Issued:
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Edited:
Reviewed: 10/26/18

2.0 Minority/Women-Owned Business Classifications Definitions

- 2.1 Minority Business Enterprise – An enterprise that is at least 51% owned, operated, or controlled by a minority or a group of minority members, or, in the case of a publicly owned business, at least 51% of the stock is owned by a minority or a group of minority members.

Minority Group Members – African Americans, Hispanic Americans, Native Americans, Asian/Pacific Americans and Asian/Indian Americans.

- 2.2 Physically-Challenged – An enterprise that, regardless of ethnic background, is at least 51% owned, operated, or controlled by an individual who has a physical or mental impairment that substantially limits one or more major life activities; there is a record of such impairment; or is regarded as having such an impairment.
- 2.3 Women-Owned Business Enterprise (WBE) – An enterprise that, regardless of ethnic background, is at least 51% owned, operated, or controlled by a woman, or a group of women, or, in the case of a publicly-owned business, at least 51% of the stock is owned by a woman or group of women.
- 2.4 Certification Requirements – Validation of a supplier's diverse status is preferred for participation in the Mount Union Supplier Diversity Program. Certification documents from the following qualified agencies are acceptable:
- National Minority Supplier Development Council (NMSDC)
 - National Assoc. of Women Business Owners (NAWBO)
 - Women's Business Enterprise Council (WBENC)
 - City, State, or Federal Certification Agencies

3.0 Policy

Supplier Diversity Policy FIN 3.0

Business Office

Applies to: Faculty, staff and students

- 3.1 It is the Policy of Mount Union, through it's Supplier Diversity Program, to increase the business opportunities for Minority, Women and Physically-Challenged Business Enterprises (M/W/DBE's). The University's commitment is to maximize M/W/DBE participation through the development of mutually beneficial business relationships with such firms. The effort is University-wide and includes traditional procurement and contracted services as well as subcontracting and joint venture activities.
- 3.2 It is the responsibility of all University departments, along with the Purchasing Department, to seek out these diverse businesses and take the steps necessary to assure that these businesses receive a fair opportunity in the economic prospects available.
- 3.3 The program is intended to build an awareness of the University's Supplier Diversity efforts and to provide opportunities for Minority, Women and Physically-Challenged Business Enterprises. While the University does not practice set asides, it makes every effort to provide opportunities and assistance to M/W/DBE suppliers to do business with the University.
- 3.4 This program is developed, not as a response to outside regulatory agencies or mandatory requirements, but as an effort to recognize and support programs which can enhance the minority communities.

4.0 Function/Evaluation/Assessment

- 4.1 In support of this initiative Mount Union will:
 - Increase departmental awareness of the University supplier diversity objectives and opportunities.
 - Educate potential diversity suppliers about how to conduct business with the University.
 - Provide reasonable business opportunity to minority owned, women-owned, and physically-challenged business enterprises (M/W/DBE) to participate as suppliers, contractors and subcontractors for the University.
 - Educate the University Community so that all departments will become fully aware of this policy and participate in increasing purchases from M/W/DBE's
 - Monitor and record all expenditures with M/W/DBE and report results on annual basis.

The Purchasing Department directs and supports the University's ongoing commitment to encourage business opportunities and diversity among its suppliers.

Responsibilities

Position or Office	Responsibilities
Business Office	Suppliers

Contacts (required)

Subject	Office	Telephone	E-mail/URL
Suppliers	Business Office	(330) 823-6572	businessoffice@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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