

# Supplier Diversity Policy

## FIN 3.0

### Business Office

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Policy Type: Operational

Applies to: Faculty, staff and students

## POLICY DATES

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Issued:

Revised:

Edited:

Reviewed: 10/26/18

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

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- 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

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Issued:

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### 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 it's suppliers.

### Responsibilities

Position or Office	Responsibilities
Business Office	

### Contacts (required)

Subject	Office	Telephone	E-mail/URL
Suppliers	Business Office	(330) 823-6572	<a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a>

### History

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

Issued:

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