



# WESTERN MICHIGAN UNIVERSITY

## Purchasing Department Supplier Diversity Program

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Western Michigan University is firmly committed to actively seek goods and services from diverse businesses. We strive to enhance our supplier base to reflect the markets we serve and promote opportunities for all diverse suppliers to furnish the University with goods and services.

The University aims to enhance successful business relationships with minority, women, veteran, LGBT and other diverse or disadvantaged business enterprises through the implementation of this program across the University.

### **DIVERSE BUSINESS CLASSIFICATIONS**

#### ***Minority Business Enterprise (MBE)***

The National Minority Supplier Development Council (NMSDC) defines a Minority Business Enterprise (MBE) as business with at least 51% ownership by minority individuals as defined below. In the case of a publicly owned entity, at least 51% of the stock is owned by minority individuals as defined below.

The NMSDC defines minority individuals as a U.S. citizen with at least 25% of the following:

- Asian-Indian: A U.S. citizen whose origins are from India, Pakistan and Bangladesh
- Asian-Pacific: A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- African American: A U.S. citizen who is of African descent.
- Hispanic: A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only. Brazilians shall be listed under Hispanic designation for review and certification purposes.
- Native American: A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number).

#### ***Women Business Enterprise (WBE)***

As defined by the Women's Business Enterprise National Council (WBENC), a Women Business Enterprise (WBE) is defined as a business at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens. WBEs must be formed and

principally placed in the U.S. or its territories. Daily operation and management is controlled by a woman with industry expertise.

### ***Veteran's Business Enterprise (VBE) and Certified Service-Disabled Veteran's Business Enterprise (SDVBE)***

As defined by the National Veteran Business Development Council (NVBDC), a Veteran Business Enterprise (VBE) is defined as a business at least 51% owned and controlled by one or more veterans of a branch of the U.S. military. The requirements of veteran ownership also include active management of the business, contribution of expertise and capital and independence to perform in their area of expertise.

Business can further be defined as a Certified Service-Disabled Veteran's Business Enterprise (SDVBE) by providing the Veterans Administration (VA) annual disability letter to the NVBDC.

### ***LGBT Business Enterprise (LGBTBE)***

As defined by the National LGBT Chamber of Commerce (NGLCC), a LGBT Business Enterprise (LGBTBE) is defined as a business at least 51% owned, operated, managed and controlled by an LGBT person or persons who are U.S. citizens or Legal Resident Aliens. The business must be independent from any non-LGBT business enterprise. LGBTBEs must be formed and principally placed in the U.S.

## **CERTIFICATION REQUIREMENTS**

In order for the University to recognize an organization as a diverse supplier under one of the above defined enterprise designations, proof of certification must be provided. Certification documents from the following qualified agencies are acceptable:

- National Minority Supplier Development Council (NMSDC)
- Michigan Minority Supplier Development Council (MMSDC)
- National Association of Women Business Owners (NAWBO)
- Women's Business Enterprise Council (WBENC)
- National Veteran Business Development Council (NVBDC)
- National LGBT Chamber of Commerce (NGLCC)
- City, State, or Federal Certification Agencies

Certification must be provided upon completion of a Vendor Application or Contractor Qualification form, which are completed in order to become an approved vendor of the University.

## **DIVERSITY PROCUREMENT PROGRAM**

### ***Program Purpose and Goals***

The purpose of the Supplier Diversity Program is to increase the business opportunities for diverse businesses throughout the University. The University also seeks to maximize participation of diverse businesses in the available opportunities through the development of mutually beneficial business relationships with such firms.

The University aims to increase business conducted with diverse suppliers through networking, outreach, education, communication and measurements.

### ***Program Practices***

Western Michigan University, primarily through the Purchasing Department, conducts the following practices and procedures to ensure success of the Supplier Diversity Program:

1. Increase departmental awareness of University supplier diversity objectives and opportunities
2. Actively seek out new diverse suppliers to fulfill University procurement needs and build relationships to increase business with existing diverse suppliers
3. Educate diverse suppliers on how to become a University approved vendor
4. Educate suppliers about how to conduct business with the University
5. Encourage University departments to connect with and utilize qualified diverse suppliers
6. Provide opportunities for diverse suppliers to participate in procurement activities conducted by the University. While the University does not practice set- asides, it makes every effort to provide reasonable opportunities for diverse businesses to do business with the University
7. Encourage business opportunities and support of diversity suppliers among existing contractors
8. Continue involvement in the community and its various business associations and programs, especially those that support diverse suppliers. Sponsor programs, training and networking to enhance diverse supplier business opportunities
9. Monitor and record all expenditures with diverse businesses and report results on a quarterly basis