



SUPPLIER DIVERSITY

Policy Title: Supplier Diversity

Policy Type: Administrative

Policy Number: 43-01 (2014)

Approved: 04/03/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance

Applies to: University Community

POLICY STATEMENT

Supplier Diversity Champion

Norfolk State University demonstrates its commitment to utilizing certified small, women- and minority owned (SWaM) businesses including service disabled veteran business, micro businesses and Employment Services Organization by, among other things, its designation of a University Supplier Diversity Champion to coordinate its supplier diversity efforts. The University's Director of Procurement Services or his designee, shall serve as the Supplier Diversity Champion and will be responsible for developing the University's Annual SWaM Plan. The Facilities Management Procurement and Contracts Manager will serve as the Supplier Diversity Champion for Construction procurements.

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DEFINITIONS

Disadvantaged Business Enterprise: A small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more socially and economically disadvantaged

individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Employment Services Organization (ESO): An organization that provides employment services to individuals with disabilities that is an approved Commission on the Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Rehabilitative Services.

Micro Businesses: Certified small businesses that have no more than twenty-five (25) employees and no more than 3 million in average annual revenue over the three-year period prior to their certification.

Minority-Owned Business: Any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control," "Operate," and "Ownership" have the same meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts, and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

Small Business: A corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

Women-owned Business: A business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate the business. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. (Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)

Disabled Veteran-Owned Business: Any business concern that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy

#01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-andMaintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

SUPPLIER DIVERSITY POLICY CONTENTS

Activities

The Director of Procurement Services, or his designee, will assign the Procurement Services staff responsibilities for implementing the small, women-owned, and minority-owned business participation program. The following activities are to be followed by the Procurement Services staff when implementing this program.

- Implement techniques to ensure that small, women-owned, and minority-owned businesses have the maximum possible opportunity in procurement activities
- Encourage the registration of small, women-owned, and minority-owned businesses by participating in supplier diversity trade shows and organizations
- Coordinate efforts for small, women-owned, and minority-owned business participation between all departmental personnel involved in the procurement process for all goods and services
- Monitor small, women-owned, and minority-owned business participation program for consistency with the requirements of the Virginia Public Procurement Act (VPPA) and state regulations.

Training

Norfolk State University will work with state regulatory agencies and other providers to obtain supplier diversity training for its employees, particularly the procurement staff. Such training may include workshops, technical assistance, and executive level roundtables.

Measuring Results

Norfolk State University will collect statistics and other documentation and prepare reports relating to supplier diversity efforts.

Norfolk State University will report its supplier diversity results as required by the appropriate regulatory agency and University management.

Supplier diversity data provided by the Department of Small Business and Supplier Diversity will show results in each category (Small Business, Women-Owned Business, Minority-Owned Business, Service Disabled Veteran Business, Employment Services Organization, and Disadvantaged Business Enterprise). The University will include subcontracting data.

The Supplier Diversity Champions will monitor and assess the objectives and strategies in the University's Annual SWaM Plan for program and participation effectiveness.

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 08/16/2021
- Approval by, date: President, 04/03/2015
- Revision History: 07/01/2014; 04/03/2015; 10/30/2016; 10/23/17; 08/16/18
- Supersedes: Supplier Diversity- SWaM Policy No. 43.031

RELATED DOCUMENTS

1. Agency Procurement and Surplus Property Manual

<https://eva.virginia.gov/pages/eva-aspm-manual.htm>

2. BUY IT Procurement Manual

<http://www.vita.virginia.gov/scm/default.aspx>

3. Construction and Professional Services Manual

<https://dgs.virginia.gov/engineering-and-buildings/statewide-constructionproject-management/about-the-cpms/>

4. Commonwealth of Virginia Executive Order 20-Advancing Equity for Small, Woman- and Minority-Owned Businesses

<https://governor.virginia.gov/media/3349/eo-20-advancing-equity-for-small-women-and-minority-owned-businessesada.pdf>

FORMS

There are no forms associated with this policy.