



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 and Administration

Applies to: University Employees

POLICY STATEMENT

Norfolk State University demonstrates its commitment to utilizing small businesses, including those owned by women, minorities, service-disabled veterans, and those designated micro businesses and Employment Service Organizations, by among other things, its designation of a University Supplier Diversity Champion to coordinate its supplier diversity efforts. The University Director of Procurement Services or 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 fifty-one (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 fifty-one (51) 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 fifty-one (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 Marina 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, 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 one hundred (100) employees or less than \$1,000,000 in annual gross receipts.

Women-owned Business: A business concern that is at least fifty-one (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 that is owned and operated by a non-minority woman will be reported as a woman-owned business).

service-disabled Veteran-Owned Business: Any business concern that is at least fifty-one (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 fifty-one (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/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

SUPPLIER DIVERSITY POLICY CONTENTS

Initiatives:

Norfolk State University shall maximize its use of small businesses by:

- 1) Procuring qualified goods and services as set aside for warding to DSBSD-certified small businesses when the price quoted is fair and reasonable and does not exceed five (5) percent of the lowest responsive and responsible or noncertified bidder.
- 2) Including language requiring qualified bids to meet or exceed small business target goals.
- 3) Requiring prime contractors to report compliance with its small subcontracting plan in contract.

Activities:

The Director, Procurement Services, or 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 Staff when implementing this program.

- 1) Implement techniques to ensure that small, women-owned, and minority-owned businesses have the maximum possible opportunity in procurement activities.
- 2) Encourage the registration of small, women-owned, and minority-owned businesses by participating in supplier diversity trade shows and organizations.
- 3) 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.
- 4) Post current, future, and subcontracting opportunities on the Department of General Services central electronic procurement system.

The following activities are to be followed by all individuals assigned procurement authority, specifically, eVA Users, Small Purchase Charge Card holders.

Solicit micro, small, women, minority-owned and service-disabled veterans owned businesses to ensure they have maximum opportunity. Document all efforts when a micro, small, women and minority -owned and / or service-disabled veteran-owned business is not awarded purchase.

Training

Norfolk State University will work with other state regulatory agencies and other providers to obtain supplier diversity training for its employees. Supplier diversity initiatives will be reviewed with procurement staff and executive staff as updates are made.

Measuring Results:

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

- 1) Norfolk State University will report its supplier diversity results as required by the appropriate regulatory agency and University management.
- 2) Supplier diversity data provided by Small Business and Supplier Diversity will show results in each category (Small Business, Women-Owned Business, Minority-Owned Business, and Employment Services Organization, and Disadvantaged Business Enterprise). The University will include subcontracting data.
- 3) The Supplier Diversity Champions will monitor and assess the objective and strategies in the University's Annual SWaM Plan for program and participation effectiveness.

EDUCATION AND COMPLIANCE

Training for this policy will be conducted by Procurement Services and will be based on the Governor's Executive Order 35. It is intended to promote the use of SWaM businesses conducting business with the campus community and to ensure that the Executive Order is carried out based on the Governor's initiative(s).

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.

REVIEW SCHEDULE

- Next Scheduled Review: 10/23/2018, 10/23/2025
- Approval by, date: President, 04/03/2015
- Revision History: 07/01/2014, 04/03/2015, 10/30/2016; 10/23/2017;10/11/2021

- Supersedes: Supplier Diversity – SWaM Policy No., 43-03

RELATED DOCUMENTS

1. Governing Rules – 23.1-1017, Covered Institutions: operational authority, procurement (virginia.gov)
2. Higher Ed Manual – Bill Tracking – 2008 session – Legislation (virginia.gov)
3. BUY IT Procurement Manual, <https://www.vita.virginia.gov/scm/default.aspx>
4. Memoranda of understanding – 23.1-1003, Memoranda of Understanding (virginia.gov)
5. Virginia’s Public Procurement Act – Virginia Public Procurement Act, Code of Virginia 2.2-1124, Code of Virginia 53-1-48
6. Construction and Professional Services Manual, <https://dgs.virginia.gov/engineering-and-building/statewide-constructionproject-management/about-the-cpms/>
7. Commonwealth of Virginia Executive Order 35 – Advancing Equity for Small, Woman – Minority and Service Disabled Veteran-Owned Businesses in State Contracting, <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.