SUPPLIER DIVERSITY PROGRAM

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Summary

The Supplier Diversity Program increases economic opportunities for small business, minority, women, disadvantaged, and veteran owned business enterprises. The Program aligns resources with new initiatives to create a comprehensive, university-wide focus on economic opportunities for diversity suppliers.

Policy

BACKGROUND

Article 15-A of the New York State Executive Laws signed July 19, 1988, authorized the creation of an Office (now Division) of Minority and Women’s Business Development to promote employment and business opportunities on state contracts for minorities and women. Under this statute, state agencies are charged with establishing employment and business participation goals for minorities and women. The University at Buffalo (UB, University) actively supports this program.

POLICY STATEMENT

The University at Buffalo is committed to ensuring that a diverse business population is given the opportunity to demonstrate their ability to provide the University with commodities and services at competitive prices. Consistent with federal and state laws, the University actively seeks to develop relationships with, and provide procurement opportunities for Small Businesses (SB), Minority-owned Business Enterprises (MBE) and Women-owned Business Enterprises (MWBE), Disadvantaged Business Enterprises (DBE), and Veteran Business Enterprises (VBE). All employees involved in the procurement process are expected to encourage and maximize participation of such businesses in all University procurement activities, regardless of the funding source.

Program Initiatives

The Supplier Diversity Program ensures that small business, minority, women, disadvantaged, and veteran owned business enterprises have unimpeded ability to compete in the procurement process at UB. The University seeks to promote and increase participation of New York State businesses that encounter difficulties with market entry, customer access, and financial growth. The Supplier Diversity Program aligns resources with new initiatives to create a comprehensive, university-wide focus on access to economic opportunities for diversity suppliers.

The Program provides tools and resources to assist departments in identifying diversity suppliers and monitoring progress in developing relationships with, and providing procurement opportunities for, these suppliers.
New York State monitors the campuses activity with certified MWBE suppliers. UB encourages the use of all diversity suppliers regardless of whether they are a certified MWBE or not.

**APPLICABILITY**

This policy applies to all University entities.

**DEFINITIONS**

**Certification Process** – a review process designed to ensure that a small business is actually owned, controlled, and operated by the applicants. Most certifications are granted for Minority or Women-owned businesses, Small Disadvantaged Businesses, and Underutilized businesses. Certification agencies implement the processes for government and private sector entities and ensure that only firms that meet the eligibility criteria of the individual programs are properly certified.

**Disadvantaged Business Enterprise (DBE)** – a for-profit small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals. Management and daily business operations must be controlled by one or more of the socially and economically disadvantaged owners.

**Diversity Suppliers** – small business, minority, women, disadvantaged, and veteran owned business enterprises.

**Economically Disadvantaged Individuals** – those for whom impaired access to financial opportunities has hampered the ability to compete in the free enterprise system, in contrast to people in similar businesses who are not identified as socially disadvantaged.

**Minority Business Enterprise (MBE)** – a business enterprise, including a sole proprietorship, partnership or corporation that is: (a) at least 51% owned by one or more minority group members; (b) an enterprise in which such minority ownership is real, substantial and continuing; (c) an enterprise in which such minority ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and (d) an enterprise authorized to do business in this state and is independently owned and operated.

**Minority Group Member** – a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (a) Black persons having origins in any of the Black African racial groups; (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race; (c) Native American or Alaskan native persons having origins in any of the original peoples of North America; (d) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.

**Small Business (SB)** – an independently owned and operated business that is not dominant in its field and meets Small Business Administration size standards (generally, fewer than 500 employees and owner net worth less than $750,000).
Socially Disadvantaged Groups – groups who have been, historically, subjected to racial or ethnic prejudice or cultural bias within the larger American culture; identified groups include: women, African Americans, Asian Pacific Americans, Hispanic Americans, Native Americans and Subcontinent Asian Americans; members of other groups may qualify if they can satisfactorily demonstrate that they meet established criteria.

Veteran Business Enterprise (VBE) – an independent business that performs a commercially useful function and is at least 51% owned and controlled by one or more veterans/disabled veterans who have served in the active military and have been discharged under conditions other than dishonorable.

Women Business Enterprise (WBE) – a business enterprise, including a sole proprietorship, partnership or corporation that is: (a) at least 51% owned by one or more United States citizens or permanent resident aliens who are women; (b) an enterprise in which the ownership interest of such women is real, substantial and continuing; (c) an enterprise in which such women ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and (d) an enterprise authorized to do business in this state and is independently owned and operated.

RESPONSIBILITY

Director, Supplier Diversity
- Act as a liaison between diversity suppliers and departments seeking goods and services.
- Maintain the University’s commitment to diversity.
- Develop procurement programs that enhance supplier diversity:
  - Match diversity suppliers with University buyers
  - Promote the use of diversity suppliers within the UB community
  - Educate suppliers about UB bid procedures and requirements
  - Ensure that diversity suppliers are included in the competitive bidding process
  - Promote the certification process to diversity suppliers.
- Provide Deans and Vice Presidents with the tools needed to effectively monitor and promote the use of diversity suppliers.
  - Track and report relevant purchasing patterns.
  - Maintain a contact database of diversity suppliers.
  - Prepare reports to monitor and track the progress of utilizing diversity suppliers.

Faculty and Staff
- Support the University’s commitment to supplier diversity.
- Make a concerted effort to use diversity suppliers.

Deans and Chairs
- Promote the use of diversity suppliers.
- Monitor progress in utilizing diversity suppliers.
Contact Information

Helen Gaiter  
Director, Supplier Diversity  
224 Crofts Hall, North Campus  
Phone: (716) 645-4501  
E-mail: hgaiter@buffalo.edu

Related Information

Related Links:  
UB MWBE Search Engine: http://www.business.buffalo.edu/cfapps/procserv/mwbe/  
Office of the State Comptroller Minority and Women-Owned Business Enterprise (M/WBE) Program: http://www.osc.state.ny.us/procurement/mwbe.htm  
Participation by Minority Group Members and Women (MWBEs) with Respect to State University of New York Contracts: http://www.suny.edu/sunypp/documents.cfm?doc_id=611

Presidential Approval

Satish K. Tripathi  
11/9/11

Satish K. Tripathi, President  
Date