Effective Date:

Last Updated:

Scheduled Review

Related Policies: See

Related Forms: SU Vendor Data Form

I. POLICY STATEMENT

Seattle University recognizes the importance of increasing the number of business opportunities for diverse suppliers. This Policy on Supplier Diversity codifies the University's dedication to inclusion, equity, and justice by making it clear that the Venisity's business practices are to be guided by a belief in inclusiveness and equity. Pursuant to the procedures below, the University will actively engagediverse and small businesses to create opportunity and transparency and to promote the broader economy of our community.

II. PURPOSE & BACKGROUND

Seattle University ("SU" or "University") is dedicated to inclusion, equity, and justice, which are central to the University's mission and the fulfillment of its Jesuit values. The University is therefore committed to implementing purchasing practices that promote and expand contracting opportunities for diverse suppliers while practicing good stewardship of University resources, maintaining procedural integrity, and providing fair and open access for all.

III. APPLICABILITY/RESPONSIBILITY

This Policy applies to all University commitments for goods or services ptions may be approved

SEATTLE UNIVERSITY

disadvantaged persons. OMWBE certifies businesses in order to increase contracting opportunities for certified businesses.

Qualified DBE: A DBE that has the skills, specialization, experience, and resources necessary to perform the work called for under an intended University contract.

V. POLICY REQUIREMENTS

It is Seattle University's desire to ensure that DBEs have a fair opportunity tiocippate in University contract opportunities. The following requirements are adopted to ensure compliance with this policy:

A. Non-Discrimination Requirements

Seattle University will never discriminate against any business or person on the basis **cólæ**çe, sex, national originage, disability, marital status, sexual orientation, gender identity, political ideology, or status as veteran or disabled veteiraconnection with the award and/or performance of any of its commitments for goods or services otherwise

B. DBEContractingProcesses

In procuring goods or services on behalf of the University, all business owners should usedace sexneutral procurement procedures, and procedures designed to encourage DBE participation, even if the ontract is not required to be competitively bid, including:

- 1. Arranging solicitations, times for presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs;
- Making contracts more readable and accibles to small businesses and nonative English speakers;
- 3. Providing assistance in overcoming limitations such as inability to obtain financing or insurance by identifying outside businesses or agencies that can possibly lend assistance;
- 4. Providing technical ssistance and other services;
- 5. Implementing information and communications programs about University contracting procedures and specific contract opportunities by, for example, ensuring the inclusion of DBEs on recipient mailing lists for bidders; ensuring dissemination to bidders on general contract lists of potential subcontractors; and providing information in languages other than English, where appropriate;
- 6. Ensuring distribution of the list of DBEs in the University's internal procurement system, through print and electronic means, to the widest feasible universe of University personnel and current and potential general contractors;
- 7. Assisting DBEs in developing their capability to utilize emerging technology and conduct business through electronic endia;
- 8. Recommening qualified businesses become certified with total WBE and assist with the certification process, where appropriated deasible;
- 9. Including Qualified DBEs in solicitations and among the vendors contacted and asked to respond to qualifying questions if a Request for Information ("RFI") is needed;
- 10. Including Qualified DBEs in the list of potential vendors to be used for Requests for