



University Policy 2004-02  
Policy Making by the President  
Supplier Diversity Program

1.0 Purpose

- 1.1 The purpose of this university policy is to enhance successful business relationships between Minority, Woman and Physically-Challenged Owned Business Enterprises (M/W/DBEs) and Wayne State University through the implementation of programs that will require a consistent and high level of participation from all university units.
- 1.2 Wayne State University is committed to actively seeking goods and services from minority, women, and physically-challenged owned businesses. We strive to enhance our supplier base to reflect the markets we service.

2.0 Minority/Women-Owned Business Classifications Definitions

Wayne State University defines diverse businesses as minority, women, and physically-challenged owned businesses that meet the following criteria:

2.1 Minority Business Enterprise (MBE)

An enterprise that is at least 51% owned, operated and controlled by a minority or a group of minority members or, in the case of a publicly owned business, at least 51% of the stock is owned by a minority or a group of minority members.

2.2 Minority Group Members

- 2.2.1 African Americans (Black) – A person having origins in any of the black racial groups of Africa (but not Hispanic).
- 2.2.2 Hispanic Americans – All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American, Portuguese, or other Hispanic origin regardless of race.
- 2.2.3 Native Americans – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliations or Eskimos, Aleuts, and native Hawaiians.
- 2.2.4 Asian/Pacific Americans – All persons having origins in any of the peoples of Japan, China, Vietnam, Korea, Samoa, Guam, U.S. Trust Territories of the Pacific Island, Northern Mariana Island, Laos, Cambodia, or Taiwan.
- 2.2.5 Asian/Indian Americans – All persons having origins in India, Pakistan, or Bangladesh.



2.2.6 Physically-Challenged – A person who has a physical or mental impairment that substantially limits one or more major life activities; there is a record of such an impairment; or is regarded as having such an impairment.

### 2.3 Women-Owned Business Enterprise (WBE)

An enterprise that, regardless of ethnic background, is at least 51% owned, operated, and controlled by a woman, or a group of women, or, in the case of a publicly-owned business, at least 51% of the stock is owned by a woman or a group of women.

### 2.4 Physically-Challenged Owned Business Enterprise (DBE)

To qualify as a physically-challenged business (DBE) an enterprise must be either: A) at least 51% owned by one or more physically-challenged individuals, B) a subsidiary that is wholly owned by a parent corporation with at least 51% of the parent corporation voting stock owned by one or more physically-challenged individuals, or C) a joint venture in which at least 51% of the management, control and earnings are held by one or more physically-challenged individuals.

### 2.5 Certification Requirements

Validation of a supplier's diverse status is preferred for participation in the Wayne State University Supplier Diversity Program. Certification documents from the following qualified agencies are acceptable:

- National Minority Supplier Development Council (NMSDC)
- Michigan Minority Business Development Council (MMBDC)
- National Association of Women Business Owners (NAWBO)
- Women's Business Enterprise Council (WBENC)
- City, State, or Federal Certification Agencies

## 3.0 Policy

3.1 It is the policy of Wayne State University, through its Supplier Diversity Program, to increase the business opportunities for Minority, Women and Physically-Challenged Business Enterprises (M/W/DBE's). The University's commitment is to maximize M/W/DBE participation through the development of mutually beneficial business relationships with such firms. The effort is university-wide and includes traditional procurement and contracted services as well as subcontracting and joint venture activities.

3.2 It is the responsibility of all schools/colleges/divisions, along with the Purchasing Department and Facilities Planning and Management, to seek out these diverse businesses and take the steps necessary to assure that

# WAYNE STATE UNIVERSITY

these businesses receive a fair share in the economic opportunities available.

- 3.3 The program is intended to build an awareness of the University's Supplier Diversity efforts and to provide opportunities for Minority, Women and Physically-Challenged Business Enterprises. While the University does not practice set-asides, it makes every effort to provide opportunities and assistance to M/W/DBE suppliers to do business with the University.
- 3.4 This program is developed, not as a response to outside regulatory agencies or mandatory requirements, but as an effort to recognize and support programs which can enhance the minority communities.

## 4.0 Coordination

- 4.1 The coordination efforts are vested in the Director of Purchasing in the Division of Finance and Facilities Management and the Director of Equal Opportunity, Policy Development and Analysis (EOPDA). However, the commitment to this program is a University goal and all functional units must contribute to its success.

## 5.0 Function

- 5.1 In support of this policy, Wayne State University will:
  - 5.1.1 Increase departmental awareness of University supplier diversity objectives and opportunities;
  - 5.1.2 Educate suppliers about how to conduct business with the University;
  - 5.1.3 Provide reasonable business opportunity to minority-owned, women-owned, and physically-challenged business enterprises (M/W/DBE) to participate as suppliers, contractors, and subcontractors for the University.
- 5.2 The Division of Finance and Facilities Management, primarily through its Purchasing and Facilities Planning and Management units, and the EOPDA, will guide and support the University's commitment to enhancing and encouraging business opportunities and diversity among its suppliers. It is their responsibility to provide guidance for the University, and to the vendors, in order to promote the utilization of minority-owned, women-owned and physically- challenged suppliers for the procurement of goods and services for the University community.
- 5.3 Jointly, the Purchasing Department and EOPDA will manage the process within the University's policies and procedures; however, all Schools/Colleges/Divisions must be instrumental in embracing the program and working together to meet the University Global Diversity goals and objectives.

# WAYNE STATE UNIVERSITY

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## 6.0 Program Initiatives

- 6.1 Establish and maintain a University-wide committee representing a cross-functional team to assist Purchasing and Facilities Planning and Management in promoting and enhancing business with M/W/DBEs. The committee will be co-chaired by the Purchasing Director and the EOPDA Director.
- 6.2 Foster, develop and promote business in under represented sectors. This program is intended to encourage units within the University to seek out, mentor and utilize qualified minorities, woman owned, and physically-challenged companies in all areas but especially in those areas that are under represented.
- 6.3 Foster, develop and promote underutilized businesses in a subcontracting or joint venture purchasing program. This program is intended to encourage current large University vendors to share our values by subcontracting with and utilizing minorities, women owned, and physically-challenged companies. This program will be monitored on a routine basis to ensure growth and opportunities for these diverse suppliers and results will be reported annually.
- 6.4 Educate the University community so that all units will become fully aware of this policy and participate in increasing purchases from M/W/DBEs.
- 6.5 Monitor and record all expenditures with M/W/DBE and report results on an annual basis.
- 6.6 Strengthen the capabilities and growth of M/W/DBE's by sponsoring programs/training and technology classes to enhance their business opportunities.
- 6.7 Increase the University's involvement in the Detroit community and its various business associations and programs.

## 7.0 Duration

- 7.1 This university policy is revocable at any time at the discretion of the President and without notice.

## 8.0 Effective Date

- 8.1 This university policy is effective upon issuance.

Signed by President Irvin D. Reid April 29, 2004