

## **I. INTRODUCTION**

Small businesses make up a portion of the metropolitan Denver business community, provide local jobs and are a vital part of the University and regional community.

A level playing field ensures all businesses received an equal opportunity to earn University contracts.

A formal policy conveys the University's commitment to equity, inclusion and diversity in its contracting process.

### **III. PROCESS OVERVIEW**

#### **A. Outreach**

The University encourages memberships with associations and clubs which provide access to underrepresented businesses and MWESBs, participation in vendor fairs, workshops, and small group meetings between historically underrepresented businesses and those with contracting and purchasing authority at the University.

#### **B. Procurement of Goods and Services**

All procurement contracts, including construction-related services, consultant and capital construction should follow established competitive bidding rules as outlined in the University's Procurement Policy (<https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034792-du-procurement-policy>) and when applicable, must make a solicitation effort to at least one (1) historically underrepresented businesses.

Notwithstanding current University procurement policy rules, all units are strongly encouraged to contract with historically underrepresented businesses who are capable of meeting the University's procurement requirements for the purchase of goods or services.

#### **C. CM/GC and Design/Build Capital Construction Projects**

All RFPs for capital construction projects and associated consultants utilizing CM/GC or Design/Build processes shall include a "Management Plan" as part of the proposal and be part of the evaluation criteria. Annual reporting will include judgments made about minority contracting participation at both tier-1 and tier-2 levels.

#### **D. Goals**

A non-binding utilization rate of at least 18% should be included in solicitation documents, which will indicate to bidders and proposers the University seeks to achieve a level of underrepresented and MWESB participation on designated contracts or projects. The goal may be articulated in overall terms or as a percentage of the contract dollar amount or number of subcontractors awarded contracts for the contract or project.

**E. *Diverse Business Certification Resource List***

The University will establish a program for certification that ensures full participation from all diverse business categories. Programs and resources available that certify qualification for classification as a diverse business include but are not limited to:

Payments & Purchasing Tool Kit on Pioneer Web  
City and County of Denver's Office of Economic Development  
Regional Transportation District Small Business Office  
Colorado Department to transportation  
Mountain Plains Minority Supplier Development Council  
Women's Business Enterprise  
United States Small Business Administration Government and Contracting Programs  
United States Department of Veterans Affairs Vets First Certification Program

**F. *Record Maintenance and Reporting***

Shared Services will develop and submit an annual report on equity contracting and purchasing efforts through Business and Financial Affairs. The annual report should include data on utilization of historically underrepresented businesses and MWESBs for capital construction projects and goods or services that were completed in the most recent fiscal year. The report should compare utilization to the prior year as available. The annual report may include utilization data from contracts with non-MWESB firms that subcontract with historically underrepresented businesses.

On behalf of the University, Shared Services is responsible for administration of this policy which carries the following responsibilities:

Identify and maintain a database of underrepresented businesses  
Maintain relationships with underrepresented businesses  
Establish and implement procedures for policy compliance  
Offer training to campus constituents regarding contracting with underrepresented businesses  
Maintain records and reports of compliance with accomplishments and submit annually to the Senior Vice Chancellor of Business and Financial Affairs  
Monitor progress towards established goals

**IV. Definitions**

**Historically Underrepresented Businesses** – Certified and self-identified minority-owned, woman-owned, or emerging small business (MWESBs) firms certified federally or by the state of Colorado.

**Management Plan** – A plan to increase the diversity of a business’ workforce and to subcontract with or purchase from historically underrepresented businesses. The Management Plan may include the business’ nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by historically underrepresented businesses. The Management Plan shall become part of the contract.

**Solicitation Effort** – A plan to increase utilization of historically underrepresented businesses.

<b>Revision Effective Date</b>	<b>Purpose</b>
<i>6/28/2021</i>	<i>Minor revisions</i>