



## Diverse Supplier Sourcing Strategy

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| <i>Strategy Title</i>        | <b>Diverse Supplier Sourcing Strategy</b>      |
| <i>Business Owner</i>        | <b>Director – Supply Chain Diversity</b>       |
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| <i>Effective Date</i>        | <b>April 28, 2016</b>                          |
| <i>Last Reviewed/Revised</i> | <b>October 22, 2020</b>                        |

### Purpose

This strategy proactively ensures that qualified Diverse and Small Businesses are included in the sourcing process. The sourcing lead shall use all resources in every sourcing event, to accomplish the “rule of at least one” (one or more diverse and one or more small suppliers ) where available.

### Scope

Supply Chain employees that perform sourcing activities.

### Strategy

#### **To proactively include diverse and small businesses in the competitive sourcing process:**

- 1 Access approved databases to identify diverse and small businesses.  
(Contact Supply Chain Diversity office for passwords and access credentials.)
  - WBENC Link: <https://wbenc.wbenclink.org/>
  - NMSDC Central: <https://mbisys.nmsdc.org/nmsdc/login.aspx>
  - NaVOBA: Contact Supply Chain Diversity Office: [www.NaVOBA.org](http://www.NaVOBA.org)
  - NGLCC: Contact Supply Chain Diversity Office: [www.nglcc.org](http://www.nglcc.org)
  - Disability:IN: Contact Supply Chain Diversity Office: <https://disabilityin.org/>
  - SBA: [https://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](https://web.sba.gov/pro-net/search/dsp_dsbs.cfm)
  - Other databases as appropriate (Contact the Supply Chain Diversity Office)
- a. Enter search criteria based on scope of work for the current bid opportunities.
- b. Evaluate if suppliers obtained in the search results have necessary capabilities.
- c. Add the potential suppliers found to the bid list.
- 2 List diverse suppliers invited to bid to Procurement documents. Contact Supply Chain Diversity Office and request any additional diverse or small businesses to add to bid list, based on scope of work, as needed.
- 3 Ask standard supplier diversity questions as part of the RFP.
- 4 For each awarded PO over \$250,000, Sourcing Lead shall complete the Small Business Administration (SBA) If Not, Why Not form.

### Goal

- All competitive sourcing events *shall* include documentation that the Company included diverse and small businesses.
- All awarded POs exceeding \$250,000 *shall* include the SBA *If Not, Why Not* form in the Procurement documentation.