

Policy #5-565
Minority & Women Owned Business Policy

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Approved By: Cabinet
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Category: Financial and Business Affairs
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Minority & Woman Owned Business Policy

UTILIZATION OF MINORITY & WOMAN OWNED BUSINESS ENTERPRISES (M/WBE)

The Procurement Services Department is responsible for implementing and managing efforts to support the University's goals to promote the development and utilization of Minority and Woman Owned Businesses (M/WBEs) to the greatest extent possible.

Procedure

Procurement Services will actively seek participation of New York State Certified M/WBE suppliers and contractors in all procurement opportunities at the College when feasible. The efforts listed below are descriptive of the daily pro-active nature of the College's M/WBE program.

1. All procurement solicitations will include at least one NYS Certified MBE and/or WBE supplier when possible.
2. Procurement Services will use its discretionary authority, as provided for under "SUNY Flex" legislation, to the greatest extent possible to bring increased flexibility to the procurement process and, by doing so, increase opportunities for NYS Certified M/WBE suppliers.
3. Supplier selection will remain under the purview of Procurement Services and purchases for certain commodities may be restricted to NYS Certified M/WBE suppliers as needed to meet the University's annual M/WBE utilization goals, provided the goods and/or services meet the form, function and utility of the College at a competitive price.
4. NYS Office of General Services contracts will be reviewed each time they are utilized to ensure contracts with NYS Certified M/WBE suppliers are given priority over those held by non-M/WBE suppliers.
5. NYS Certified M/WBE suppliers will be given an opportunity to quote goods and services traditionally purchased from NYS OGS contract suppliers when possible. If a NYS Certified M/WBE supplier is able to provide more competitive pricing than the State contract supplier, the M/WBE supplier will be used, provided the College has not filed a Requirements Letter with OGS for the particular commodity or service. If a Requirements Letter has been filed, the College is obligated to utilize the OGS supplier throughout the term of the agreement.
6. Procurement Services will continuously seek to identify new NYS Certified M/WBE suppliers and facilitate use of them by all applicable areas on campus.

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7. Procurement Services will periodically communicate information about NYS Certified M/WBE suppliers to the College's procurement cardholders in an effort to direct small dollar transactions to M/WBEs.
8. When an ordering department desires to obtain quotations independently, they shall be expected to solicit from NYS Certified M/WBE suppliers; in the absence of such quotes, Procurement Services will make every effort to identify M/WBE suppliers and solicit quotes from them.
9. The Director and/or Assistant Director of Procurement Services will intervene on behalf of the College's ordering departments to ensure favorable pricing and satisfactory product specifications from Certified M/WBE suppliers and contractors.
10. Exceptions to the above, regardless of the dollar value must be approved by the Director or Assistant Director of Procurement Services prior to ordering.