

Augusta University Policy Library

Supplier Diversity Policy

Policy Manager: Office of Finance

INTRODUCTION

Augusta University (AU) is committed to developing mutually beneficial relationships with historically underutilized businesses, including minority-owned, women-owned, disadvantaged, veteran-owned, local, and small business administration (SBA)-defined small business enterprises headquartered in Georgia with a preference for those located in the Central Savannah River Area (CSRA) or in close proximity to an AU facility. This policy is intended to ensure that AU receives goods and services that meet the functional needs of the university from the most responsible and responsive supplier at the lowest cost of ownership or overall best value. Furthermore, the policy reflects AU's desire to create opportunities for all qualified suppliers to market their products to the university and to encourage departments and units of the university to offer opportunities to such suppliers.

These businesses can provide personalized, flexible, and more substantial customer service, which can include:

- A direct point of contact to provide simplified and quick communication;
- Enhanced delivery services to reduce logistical costs and delivery times; and
- Product diversity.

POLICY STATEMENT

As permitted by Purchasing Criteria, Augusta University encourages departments and units to identify and include for consideration qualified historically underutilized businesses, including minority-owned, women-owned, disadvantaged, veteran-owned, local, and small business administration (SBA)-defined small business enterprises headquartered in Georgia with a preference for those located in close proximity to Augusta University facilities when purchasing goods and services.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Departmental Approver** – Individuals with the authority to approve requests impacting departmental budgets are required to evaluate internal purchasing requests against the provisions of this policy based on the needs of the department and the resources available to direct departmental purchasing activity.

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Executive Sponsor: Executive Vice President of Finance/Chief Business Officer

Next Review: 12/2024

- **Disadvantaged Business** – A small business that is at least 51% owned and controlled by one or more socially or economically disadvantaged persons.
- **Departmental Requester** – Individuals who directly engage in purchasing activities at the direction of others within colleges or administrative units are responsible for collaborating with their departmental colleagues to identify and specify their procurement needs, recommend a purchasing method to their Departmental Approver, and execute purchasing activity in compliance with this policy as directed.
- **Historically Underutilized Business** – A qualified small business that is at least 51% owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, an Alaska Native corporation, a Native Hawaiian organization, or an Indian tribe whose principal office is located in an area designated as a Historically Underutilized Business (HUB) Zone as designated by the U.S. Small Business Administration with at least 35 percent of its employees living in the HUBZone.
- **Local Business** – A business that is headquartered in Georgia with a preference for those located in the Central Savannah River Area (CSRA) or in close proximity to the AU facility to which goods will be delivered or services will be provided.
- **Minority Business** – A business that is at least 51% owned and controlled by a member of one of the following groups:
 - African American
 - Asian American
 - Native American
 - Pacific Islander
 - Hispanic/Latino
- **Purchasing Activity** – The effort associated with the procurement of goods or services on behalf of AU.
- **Purchasing Criteria** – The legal, regulatory, and policy-based standards to which AU is held accountable. At a minimum, purchasing criteria include federal and state laws and regulations, University System of Georgia policies, and AU policies. Detailed information about these criteria is maintained in the Augusta University Purchasing Manual (Purchasing Manual).
- **Purchasing Staff** – Employees within the AU Purchasing Department who administer purchasing activities on behalf of the university, including processing routine purchase orders, conducting bids for goods and services, agency contract administration, training for departmental requestors, maintaining the Purchasing Manual, and communicating legal, regulatory, and policy updates to staff and faculty.
- **Small Business** – A business that is independently owned and operated, with 300 or less employees or \$30 million or less in gross receipts per year.

- **Veteran-Owned Business** – A business that is at least 51% owned and controlled by veterans.
- **Women-Owned Business** – A business that is at least 51% owned and controlled by women.

PROCESS & PROCEDURES

All purchasing activities made on behalf of Augusta University must be done in accordance with the Procurement of Goods and Services Policy and the procedures documented in the Purchasing Manual.

Roles & Responsibilities

Departmental Requesters are encouraged to consider small and diverse suppliers as described within this policy for vendor selection related to any departmental purchasing activity.

Departmental Approvers should review vendor selection for any departmental purchasing activity appropriately for consideration of small and diverse suppliers as described within this policy.

Purchasing Staff can assist Departmental Requesters and Approvers with appropriately identifying and considering small and diverse suppliers as described within this policy prior to formally ordering goods or services on behalf of AU.

REFERENCES & SUPPORTING DOCUMENTS

- Delegated Authority Memo/List
- Augusta University Purchasing Manual
- [Georgia Procurement Manual](#)
- [Board of Regents Policy Manual](#)
- [University System of Georgia Business Procedures Manual](#)
- [Federal Acquisition Regulation \(FAR\)](#)
- [Georgia Department of Audits and Accounts](#)
- [Georgia Department of Administrative Services](#)
- [AU Delegation of Contract Signatory Authority](#)

RELATED POLICIES

- Ethics
- Procurement of Goods and Services
- [Individual Conflict of Interest](#)
- [Institutional Conflict of Interest](#)
- [Negotiation and Execution of Contracts](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 12/8/2021

President, Augusta University

Date: 12/8/2021