In 2019, university policies related to university purchases (formerly FIN-PUR-01 through FIN-PUR-35) were updated and consolidated into FIN-PURCH-01 through FIN-PURCH-14. The History section of this policy contains complete information on where the topics covered by each FIN-PUR policy can be found in FIN-PURCH. A few FIN-PUR policies have been rescinded or converted into Standard Operating Procedures, and the History section contains that information as well.

Utilization of Historically Underrepresented Diverse Suppliers
FIN-PURCH-13

About This Policy

Effective Dates:
03-12-2019

Last Updated:
03-12-2019

Responsible University Administrator:
Vice President and Chief Financial Officer

Policy Contact:
Baris Kiyar
Associate Vice President for Procurement
bkiyar@iu.edu

Scope

This policy applies to all individuals responsible for university purchases, regardless of the procurement mechanism.

Policy Statement

Indiana University is committed to providing historically underrepresented diverse suppliers every opportunity to compete for its business. Efforts will be made in the Purchasing Department to identify historically underrepresented diverse suppliers, inform these suppliers of university requirements, and solicit quotes from such suppliers whenever possible. Purchasing Department professionals will support the efforts of the Supplier Diversity Program and will communicate with historically underrepresented diverse suppliers regarding the purchasing process so that they may become more viable suppliers.

Reason For Policy

To develop greater participation of historically underrepresented diverse suppliers in the procurement process.

Procedure

1. The Purchasing Department shall encourage and invite diverse suppliers to meet with staff to review product/service specifications and review supplier qualifications.

2. Departments are encouraged to explore opportunities with diverse suppliers. Source lists are available on the Supplier Diversity website https://supplierdiversity.iu.edu/ or contact the Office of Supplier Diversity to identify diverse suppliers.

Definitions
Historically underrepresented diverse suppliers: those suppliers who have been certified by a qualifying certifying agency.

Businesses that fall into one or more of the qualifying categories:

- Minority-owned Business Enterprises (MBE)
- Woman-owned Business Enterprises (WBE)
- Veteran-owned Business Enterprises (VBE)
- Service-Disabled Veteran-owned Business Enterprises (SDVBE)
- Small Business Enterprises as defined by the US SBA (SBE)
- Historically Underutilized Business in a HUB Zone (HUB)

Additional Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tally Thrasher, Exec. Director of Purchasing</td>
<td>812-855-5646</td>
<td><a href="mailto:tthrashe@iu.edu">tthrashe@iu.edu</a></td>
</tr>
</tbody>
</table>

History

In 2019, university policies related to university purchases (formerly FIN-PUR-01 through FIN-PUR-35) were updated and consolidated into FIN-PURCH-01 through FIN-PURCH-14. The university purchasing policies related to conflicts of interest and commitment were updated and consolidated into UA-17.

FIN-PURCH-01 consolidates and updates:

- FIN-PUR-1.0 (Purchasing Authority)
- FIN-PUR-1.1 (Exceptions to Purchasing Authority)
- FIN-PUR-1.2 (Delegation of Purchasing Authority)
- Portions of FIN-PUR-2.0 (State and Federal Statutes and Regulations)
- FIN-PUR 4.0 (Responsibilities in Acquisition Process)
- FIN-PUR-16.0 (Transactions Utilizing the Pre-Disbursement Processor).

FIN-PURCH-02 updates and renumbers FIN-PUR-20.0 (University Procurement Contracts).

FIN-PURCH-03 consolidates and updates:

- FIN-PUR-5.0 (Competition)
- FIN-PUR-5.1 (Development of Vendor List)
- FIN-PUR-5.2 (Use of Other Recognized Sources as Basis of Award)
- FIN-PUR-5.3 (Negotiation)
- FIN-PUR-5.4 (Emergency Situations)
- FIN-PUR-5.5 (Purchase Order Award Criteria)
- FIN-PUR-5.7 (Documentation)
- FIN-PUR-12.0 (Board of Trustee Reporting)
- Portions of FIN-PUR-18.0 (Auctions and Reverse Auctions).

FIN-PURCH-04 updates and renumbers FIN-PUR-5.6 (Single-Source Orders)
FIN-PURCH-05 consolidates and updates:

  FIN-PUR-3.5 (Purchases for Employees)
  FIN-PUR-10.0 (Restricted Purchases).

FIN-PURCH-06 updates and renumbers FIN-PUR-7.0 (Prepayment of Orders).

FIN-PURCH-07 is a new policy.

FIN-PURCH-08 updates and renumbers FIN-PUR-9.0 (Furniture Purchases)

FIN-PURCH-09 consolidates and updates

  FIN-PUR-3.0 (Purchasing Ethics)
  FIN-PUR-3.1 (NAEP Code of Ethics).

FIN-PURCH-10 updates and renumbers FIN-PUR-11 (Release of Procurement Information).

FIN-PURCH-11 consolidates and updates:

  FIN-PUR-14.0 (Disposal and Redistribution of University Property)
  FIN-PUR-14.1 (Sale of Computing Equipment)
  Portions of FIN-PUR-18.0 (Auctions and Reverse Auctions).

FIN-PURCH-12 updates and renumbers FIN-PUR-21.0 (Non-Solicitation on Campus)

FIN-PURCH-13 updates FIN-PUR-13 (Purchases from Historically Underutilized Suppliers)

FIN-PURCH-14 consolidates and updates:

  FIN-PUR-10.1 (Protection of Old Growth Forests)
  FIN-PUR-19.0 (Procurement of Appliances and Electronics).

Specific to purchasing policies, UA-17 (Conflicts of Interest and Commitment) consolidates and updates:

  FIN-PUR-3.0 (Purchasing Ethics)
  FIN-PUR-3.3 (State Conflict of Interest for Procurement Transactions)
  FIN-PUR-3.4 (Gifts and Gratuities)

The following FIN-PUR policies were rescinded or converted into Standard Operating Procedures as follows:

  FIN-PUR-6.0 (Common Construction Wage) was rescinded.
  FIN-PUR-8.0 (Endorsement) was rescinded.
  FIN-PUR-15.0 (Strategic Alliances) was converted into a Standard Operating Procedure.
  FIN-PUR-17 (Procurement for Off-Shore University Activities) was converted into a Standard Operating Procedure.

### Related Information

State Statute IC 4-13-16.5-1
Supplier Diversity Plan