



The University Of

T A M P A

Policy and Guidelines Supplier Diversity

Version: 1.0

Effective Date: 9/14/2021

Policy Summary:

The University is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned and local business enterprises. The Supplier Diversity Policy reflects the University of Tampa's desire to create opportunity for suppliers to market their products to the University and to encourage University departments/schools to offer opportunities to such suppliers.

Applicability/Eligibility:

This policy applies to all members of the University community who have been delegated the responsibility to commit the expenditure of University funds for the purchase of goods and services.

Exceptions:

None

Policy Administration:

Mandating Authority: Federal Law State Law or Regulation
(Check all that apply) University President Accrediting Body
 Other: Senior Staff

Responsible Office/Dept/Committee(s):

Name	Campus Address	Phone Number
Vice President of Administration and Finance	401 W. Kennedy Blvd., Tampa, FL. 33606, Box 96F	

Responsible Executive(s):

Name	Title	Phone Number
Jamie Schabacker	Director of Administrative Services	(813) 258-7444

Cara Spoto	Director of Business Services	(813-257-3028)
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Policy Management:

The Director of Administrative Services, along with the Director of Business Services, will review this policy annually, providing ongoing oversight of Supplier Diversity and recommend revisions when necessary.

Policy History:

Date	Version	Reason for Change
9/14/2021	1.0	Initial policy draft

Policy Approvals and Reviews:

Date	Organizational Group
9/14/2021	Senior Staff

Web Links:

- [UT Purchasing Department Webpage](#)
- [Small Business Administration \(SBA\)](#)
- [Department of Veteran Affairs \(VA\)](#)
- [Department of Transportation \(DOT\)](#)
- [Department of Management Services Office of Supplier Diversity \(OSD\)](#)
- [Florida State Minority Supplier Development Council \(FSMSDC\)](#)
- [Women's Business Enterprise National Council \(WBENC\)](#)

Full Policy Text:

Purpose: The purpose of this policy is to identify and engage qualified small and minority enterprises in the community that provide goods and services for purchase by the University of Tampa (University), educate University departments and divisions on the availability of minority vendors; and develop a comprehensive database of diverse suppliers and contractors interested in doing business with the University.

Responsibility and Coordination: Every employee who is delegated the responsibility to either directly or indirectly commit the expenditure of funds for the purchase of goods and services, construction or related contracting, is charged with the task of achieving this objective. Every employee is encouraged to explore opportunities to obtain services and goods from certified diversity suppliers that can provide competitive quality and pricing. The University's success, however, is dependent upon the participation and commitment of all those who impact the outcome of this policy. The Office of Administration and Finance is responsible for administering the University's Supplier Diversity Policy. All suppliers will be evaluated using the same criteria and will be expected to adhere to the same conditions as all University suppliers. Diverse and non-diverse suppliers alike will be required to demonstrate their firm's professionalism, ability to compete, quality of their products, and commitment to customer service and operational excellence.

Definitions:

Definitions

Florida Certified Minority Business Enterprise (CMBE) - A business that has been certified by the State of Florida's Office of Supplier Diversity (OSD), or a Florida Reciprocal Certification Partner as a minority business enterprise.

Women Business Enterprise (WBE) - A small business, which is organized to engage in commercial transactions, domiciled in the State of Florida, and is at least 51% owned, managed, and controlled by one or more women.

Minority Business enterprise (MBE) - A small business, which is organized to engage in commercial transactions, domiciled in the State of Florida, and is at least 51% owned, managed, and controlled by a minority person(s). A minority person is a lawful, permanent resident of Florida who is an African American, Asian American, Hispanic American, Native American, or American Woman.

Minority Person - A lawful, permanent resident of Florida who is an African American, American Woman, Asian American, Hispanic American, or Native American (origin to an Indian tribe prior to 1835 upon presentation of proper documentation thereof as established by rule of the Department of Management Services. Florida Statute 288.703 (4).

Small Business Enterprise (SBE) - An independently owned and operated business concern that employs 200 or fewer permanent full-time employees, and that, together with its affiliates, has a net worth of not more than \$5 million.

Small Disadvantaged Business (SDB) - An independently owned and operated small business with at least 51% owned, managed and operated by one or more individuals who are both socially and economically disadvantaged. Has a personal net worth of less than \$1.32 million.

Veteran-Owned Business Enterprise (VOB) - A small business, which is organized to engage in commercial transactions, domiciled in the State of Florida, and is at least 51% owned, managed, and controlled by one or more veterans.

Additional Information and Resources: