



SUPPLIER DIVERSITY POLICY

DEFINITION:

Supplier diversity includes all underrepresented groups that can provide goods or services to MCF. They are commonly referred to as minority/ women/physically challenged business enterprises (MWDBEs) and are at least 51% owned and operated, and controlled by a person who meets the aforementioned demographic categories.

PURPOSE:

In MCF's Principles for Grantmakers & Practice Options for Philanthropic Organizations the Diversity Principle is defined as follows:

“To reflect and engage the diversity of the communities we serve in our varying roles as grantmakers, boards, and employers, economic entities and civic participants”.

To this end, MCF is guided by its strategic plan, values and goals, principles and practices and is dedicated to following a practice of ethical, responsible and reasonable procedures related to purchasing, bids/estimates for services, agreements and contracts and related forms of commitments. MCF is committed to MWDBEs.

SCOPE:

The supplier diversity initiative will follow the Practice Options in Principles for Grantmakers & Practice Options for Philanthropic Organizations to “actively seek a diverse range of candidates when selecting consultants, investment managers, legal counsel, auditing firms and other vendors”. MCF aspires to select 13-15 percent of its' total number of vendors from underrepresented suppliers or those suppliers who purchase from MWDBEs by the year 2015. The current percentage is 12%.

Measurable outcomes will be established, and MCF staff and its' suppliers will be held accountable for achieving these outcomes.

In support of this policy, MCF will:

- Educate suppliers about how to conduct business with MCF
- Provide reasonable business opportunity to MWDBE's to participate as suppliers and contractors for MCF
- Departmentally embrace the program and work together to meet MCF's overall diversity and inclusion goals and objectives

SELECTING QUALIFIED SUPPLIERS:

As a nonprofit organization, MCF serves an array of diverse constituents in its services provided to grantmakers, nonprofits, and others interested in the field of philanthropy. Inclusion of this diverse population is important to MCF and as a result MCF has taken steps to ensure that its organizational and governing structures reflect the diversity of the communities it serves. To further communicate the importance of this principle, MCF will request suppliers of materials and services to the Council to certify they do not discriminate and are in compliance with existing non-discrimination statutes of the state in which they are located. Additionally, MCF will:

- Determine if the supplier understands the needs of MCF. The supplier should be able to provide the types of resources we are looking for and be able to adapt as the needs change.
- Build relationships with vendors based on trust, commitment and continuity of service. There must be an adequate investment in the relationship, reciprocity and fairness, shared benefits and, most important of all, clear communications.

We prefer all MWDBE's doing business with MCF to be certified by:

- National Minority Supplier Development Council (NMSDC)
- Midwest Minority Supplier Development Council (MMSDC)
- Women's Business Enterprise Council
- Local, state or government agencies.

PROGRAM INITIATIVES:

- Analyze annual amount spent per vendor to determine total spend, major spend buckets and key suppliers.
- Complete a supply market analysis to determine appropriate sourcing strategies and tactics to enable savings and increase diversity.
- Develop a list of MWDBE's to enable directed outreach, supplier relationship management and growth of diverse suppliers by category.

MANAGING THE PROGRAM:

The Director of Operations and Finance will manage the program. Program managers and senior leadership will participate in the efforts of selecting qualified suppliers, when purchasing and developing contracts and agreements. MCF will continuously form relationships with new suppliers and reinforce relationships with existing suppliers. In addition, MCF will continue to support and foster its supplier diversity efforts, by:

- Attending business opportunity fairs in local communities.
- Building relationships with MWDBE professional organizations.