Supplier Diversity Program

Rochester Institute of Technology (RIT) recognizes the value of a diverse supplier base and the positive impact it has on the business community and population at large. Accordingly, RIT has developed a Supplier Diversity Program designed to creatively seek new supplier sources to fulfill business opportunities at RIT and ensure that minority, women, and small business owned firms (see definitions below) have a genuine and equal opportunity to compete.

**Minority Business Enterprise**
A Minority Business Enterprise (MBE) is a for-profit enterprise, regardless of size, physically located in the United States, which is owned, operated and controlled by minority group members. Minority group members are U.S. citizens who are African-American, Hispanic American, Native American, Asia-Pacific American and Asian-Indian American. Ownership by a minority group or individual means that the business is at least 51% owned by such group or individual or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals.

**Woman Business Enterprise**
A Woman Business Enterprise (WBE) is a for-profit business that is at least 51% owned and operated by a female individual(s) with U.S. citizenship

**Small Business Enterprise**
A Small Business Enterprise (SB) is a business that meets the small ownership criteria and Business Size Standard for their industry, as defined by the Small Business Administration (generally under 100 employees). Refer to the Federal Acquisition Regulation Part 19.102 for specific details on number of employees and annual sales required to qualify as a Small Business ([https://www.acquisition.gov/far/90-37/html/19.html](https://www.acquisition.gov/far/90-37/html/19.html)).

The RIT Procurement Services Office (PSO) will execute our commitment to supporting a diverse supplier base in the following ways:

1. **Act as a link between MBE’s, WBE’s, and SB’s and the university**
   Suppliers are encouraged to contact the PSO to discuss business opportunities with the university. Contact Tina Karol, Senior Commodity Manager, at 585-475-6803 or via email at trkpur@rit.edu. Tina will connect you with the buyer responsible for the commodity you sell.
2. **Participate in external activities geared toward identifying M/WBEs**  
RIT has worked with the Director, Upstate Operations, of the NY/NJ Minority Supplier Development Council  

The New York & New Jersey Minority Supplier Development Council, Inc. (The Council™), a not-for-profit 501(c)(3) organization, identifies minority suppliers; certifies bona-fide minority business enterprises; and facilitates procurement opportunities between major purchasing entities and Council-certified minority suppliers. That supplier group includes Asian, Black, Hispanic and Native-American businesses located throughout the state of New York and Northern and Central New Jersey including Trenton. The Council’s membership consists of Fortune 500 corporations, government agencies, educational institutions and non-profit organizations.

We attend local meetings of the council when they are scheduled.

PSO will also engage in other community activities and events that promote M/WBE enterprises.

3. **Advocate to include for MBEs, WBEs, and SBs in the university’s procurement processes**  
PSO will work with minority, women, and small business owned firms to raise the awareness of these companies to the RIT community, encourage them to respond to bids and provide opportunities to showcase their products or services.

4. **Develop and maintain a supplier base which is representative of the diverse community served by the university**  
PSO will increase opportunities to engage minority, women, and small business owned firms wherever it makes good business sense by:

- Maintaining up-to-date supplier lists
- Categorizing businesses by their size and classification
- Reaching out to local universities and partners to identify new suppliers
- Tracking progress against annual goals for MBE, WBE and SB spend and activity measures