

MISSOURI STATE UNIVERSITY

BOARD RESOLUTION

ADMINISTRATION NO. 25-11

Approval of Diversity Program  
Guidelines for Disadvantaged Business  
Enterprises (DBE), Minority Business  
Enterprises (MBE), and Women Business  
Enterprises (WBE)

**BE IT RESOLVED** by the Board of Governors for Missouri State University that Diversity Program Guidelines, hereby attached, for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women Business Enterprises (WBE) be approved.

**BE IT FURTHER RESOLVED** that in addition to the attached Diversity Program Guidelines, Missouri State University reaffirm its commitment to workforce diversity by:

- Casting a broad hiring net in order to attract a more diverse workforce;
- Implementing diversity awareness programs to assist with the retention of a more diverse workforce;
- Administering all applicable job-related requirements such as compensation, transfers, layoffs, returns from layoffs, University-sponsored training, education, tuition assistance and social and recreational programs in a non-discriminatory manner.

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Gordon Elliott  
Chair of the Board

Passed at Meeting of

October 28, 2011

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John W. McAlear  
Secretary of the Board

## **COMMENTS:**

Missouri State University, along with representatives from seven other local entities, has been participating in meetings over the last several months with the goal of developing agreed-upon guidelines for providing opportunities to local, minority-owned businesses. This is an initiative of the Springfield Area Chamber of Commerce. In addition to Missouri State, the participating organizations are: City of Springfield, City Utilities, Drury University, Greene County, Ozarks Technical Community College, Springfield-Greene County Library District, and the Springfield Public Schools.

As a result of these meetings, the attached Diversity Program Guidelines for commodities, services and construction were developed and agreed upon as well as the workforce diversity principles referenced above. The intent of the guidelines is to help each entity widen opportunities for vendor participation, increase competition, and reduce costs. The guidelines are not intended to provide a preference for one vendor over another, but rather to allow all qualified vendors a full opportunity to compete.

The attached proposed guidelines have been endorsed by the Springfield Minorities in Business group. In addition, each participating entity has agreed to seek approval of the guidelines from its governing body.

# Diversity Program Guidelines for DBEs, MBEs and WBEs

## Commodities, Services and Construction

As of August 15, 2011

### Program Guidelines for Participating Public Sector Institutions

The participating entities will, whenever feasible, provide opportunities to certified disadvantaged (DBE), minority (MBE), or women business enterprises (WBE) in the procurement process.

It is the intent of the entities to provide certified DBE, MBE and WBE with equal opportunity to participate in all aspects of the entities' contracting and procurement programs, including, but not limited to, participation in procurement contracts for equipment, materials, services, supplies, and the construction, renovation or repair of facilities and equipment.

The intent of the participating entities listed herein, is to provide information or other opportunities to certified DBE, MBE and WBE that may also be available to all other business enterprises.

The intent of these guidelines is to widen opportunities for vendor participation, to increase competition, and to reduce costs. It is not the intent of these guidelines to establish procedures that will increase the cost of construction and procurement programs.

Public entities will provide a statement encouraging prime and general contractors to consider certified DBE, WBE and MBE for those construction or federally funded contracts valued at/above \$100,000 which have subcontracting opportunities. Also, public entities shall provide links to certified DBE, WBE and MBE directories. Firms wishing to become certified will contact participating public agencies for guidance as to how to become certified.

The participating entities and contractors' will not knowingly exclude any person from participation in bidding, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex, national origin or religion.

In administering its program, the entity will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, sex, national origin or religion.

A copy of these program guidelines will be available for public review in the offices of the department authorized to enter into contracts for each participating entity and will be included on the website of each participating entity.

Each participating entities shall maintain records, documentations, and required reporting activities to ensure compliance with the goals and objectives of program guidelines

### Outreach Programs

Participating entities will provide the following assistance to DBE, MBE, and WBE vendors:

- The participating entities will give consideration to providing training opportunities through individual assistance, electronic information, or workshops to be delivered by the

governmental entities through the Chamber of Commerce to assist disadvantaged businesses in learning how to do business with the entities.

- Where feasible, each entity will provide electronic links to other website solicitation opportunities.
- Where feasible, the participating entities will make available electronic guidelines to assist all businesses, including disadvantaged businesses, in learning how to do business with the entities.
- Where feasible, the participating entities will make available appropriate staff to assist certified disadvantaged businesses (DBE, WBE, and MBE) in learning how to do business with the entity.
- Where feasible, the participating entities will make available source lists of certified state and federal businesses (DBE, WBE, and MBE) for the purpose of encouraging procurement from disadvantaged businesses.

### **Measurable Benchmarking**

Participating entities are encouraged to perform benchmarking to determine the effectiveness of the outreach programs based on the following performance measures:

- Number of participants attending the annual or semi-annual workshops
- Number of new State of Missouri-certified DBE, WBE and MBE registered in the region
- Total dollars spent with State of Missouri-certified DBE, WBE and MBE's in the region

Note: The "region" is considered to be the Springfield Metropolitan Statistical Area (SMSA).

### **Diversity Program Participating Entities**

- City of Springfield
- City Utilities
- Drury University
- Greene County
- Missouri State University
- Ozarks Technical Community College
- Springfield Public Schools
- Springfield-Greene County Library District