



RU Policy No. 6.5

Responsible Division: Finance & Administration

Originally Issued: 11/2006

Last Revised: 10/2018

Revised Effective Date: 10/2018

Policy on Woman- and Minority-Owned Vendors

Policy Statement

All purchasing activity at the University should support the University's mission of social justice and equal educational opportunity, and demonstrate a commitment to diversity. In particular, the University is dedicated to ensuring that a higher proportion of goods and services are provided to the University by woman- and minority-owned businesses ("Diverse Vendors").

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

Policy

All purchasing at the University must comply with this Policy and Procedure. An Employee who violates this Policy and Procedure shall be subject to disciplinary action, up to and including termination. Failure to comply with this Policy may also delay or suspend the issuance of the related purchase order.

The University will work proactively to identify Diverse Vendors, and to invite such vendors to respond to requests for proposals for goods and services for the University. All Employees engaging in purchasing activity for the University shall make reasonable efforts to use Diverse Vendors for such activities.

Notwithstanding these requirements, all purchasing decisions will be based on fair and objective assessments of quality, service, competitive pricing, and ability to meet technical specifications.

The Purchasing Department will report to the Executive Council annually on the University's success in engaging Diverse Vendors.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

RU Policy No. 6.3P (Purchasing and Competitive Bidding Guidelines and Procedures); RU Policy No. 6.3F (Competitive Bid Acquisition Form).

Revision and Implementation

The Vice President for Finance & Administration/Chief Financial Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council.

The Vice President for Finance & Administration/Chief Financial Officer (and/or, as authorized by the Vice President for Finance & Administration/Chief Financial Officer, the Associate Vice President for Finance & Administration or the Director of Purchasing) shall have the authority to establish any procedures necessary to implement this Policy.