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An Introduction to the Supplier Diversity Program

May 30, 2019



The following information is a brief overview of the vendorization process at the University of Miami.

It serves as a starting point for those interested in providing products or services to the UM community.

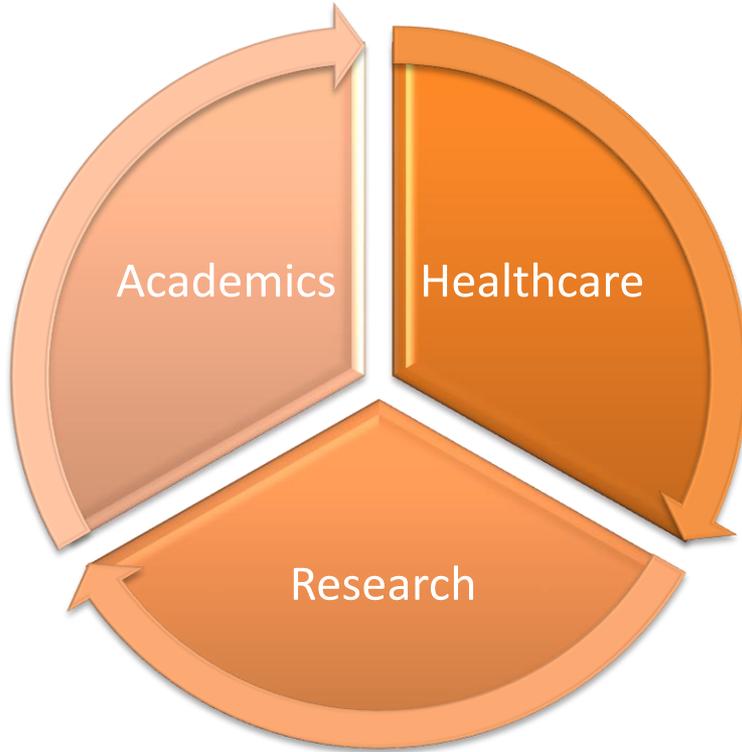
For additional information about how to do business with UM, and a list of key procurement professionals go to <https://www.purchasing.miami.edu>.

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The bigger picture

Who We Are



The University of Miami began as a small Liberal Arts College and School of Music with 646 full-time students.

Today, UM is home to over 32,000 staff, faculty and students across 3 campuses, 11 schools and colleges, and over 40 healthcare and research sites.

Learn more at welcome.miami.edu

A Diverse Supply Chain Supports Administrative Excellence



In 2025 the University of Miami will celebrate its 100-year anniversary. Our Roadmap outlines the strategic priorities that will take us into the next century.

Supplier diversity contributes to UM's ability to maintain operational efficiency, financial sustainability, and an inclusive culture of belonging. Together these three areas define Administrative Excellence and enable the success of the Roadmap's priorities.

A diverse supply chain supports Administrative Excellence by:



Empowering UM with diverse expertise to enhance efficiency while meeting service, value, and outcome standards



Fueling economic health



Connecting UM to unique ideas, innovations and valuable partners

Learn more at roadmap.miami.edu



Connection Points for Diverse Suppliers

Representatives from Purchasing, Supply Chain Services, and the Business Development Program collaborate with University buyers throughout all the campuses to identify products, services and vendors.

Purchasing

Supply Chain
Services

Business
Development
Program

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Let's take a deeper dive

UM's Supplier Diversity Program is Known as the Business Development Program (BDP)

Vision: To be highly regarded in South Florida, best in class in engagement and outreach efforts, and nationally recognized for the active utilization of women and minority suppliers in high value commodities and services.

Mission: To build a strong Business Development Program through collaborative partnerships across the University, and advancing the development and utilization of minority-owned business enterprises (MBEs).



BDP Goals

Inform | Include | Inspire | Impact

- Have and utilize a supplier pool that reflects South Florida's multicultural community
- Bring products and services to UM that meet expectations for quality, value and outcomes
- Fuel local economic growth and well-being
- Increase awareness of UM's business development program and its value



Learn more at miami.edu/bdp

Purchasing and Supply Chain Services

Purchasing works with academic and research teams while Supply Chain Services works with healthcare and clinic teams to identify, vet and approve new vendors, products and services.

Both Purchasing and Supply Chain Services share the same mission and guiding principles.

Mission

- Support and advance the University's academic, research and healthcare missions
- Superior financial and operational services
- Enhancing and protecting the University's assets
- Value added services

Guiding Principles

- Honesty, fairness, professionalism
- Ethical standards policy



Purchasing & Supply Chain's Role with Diverse Vendors

Purchasing and Supply Chain Services are a conduit for opportunity

- Include minority, small and women-owned businesses in bid and contracting opportunities
- Mentor businesses to help increase capacity
- In conjunction with the Business Development Program, host training, outreach and networking sessions
- Assist University departments in identifying diverse vendors to fulfill their goods and services needs

Learn more at purchasing.miami.edu

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Become an approved vendor

Before Doing Business

UM does not pre-register vendors. Instead we encourage you to get acquainted with our policies and requirements. Then reach out to members of the Purchasing and Supply Chain Services teams responsible for the categories you provide goods and services. A directory of personnel can be found at:

- purchasing.miami.edu/about/purchasing
- purchasing.miami.edu/about/sourcing
- purchasing.miami.edu/about/leadership

If you can't find a match to the product or service you provide, please contact the Purchasing Department at 305-284-5751.

Onboarding

If it is determined there is a need to authorize a new supplier, a UM representative will launch a request in Workday, our financial system.

Within 24 to 48 hours from the time the request is submitted, you will receive an invitation to complete the application in the supplier portal.

You'll need the following information to complete the application.

- Address, phone number and email for the business and all key contacts
- List of products and services you supply
- Diversity information and certifications
- Certificate of insurance with University of Miami named as additional insured
- W-9 or W-8 information (www.irs.gov/forms-pubs)

Make sure you've answered all the required fields including the diversity information!

After UM receives the completed application, the information will be reviewed and validated. Once approved, you'll be notified and you may begin conducting business!

Learn more at https://www.purchasing.miami.edu/_assets/pdf/supplier-registration-steps2.pdf

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Connect with us

Participate in Local Programs and Meet UM Buyers

For over 30 years UM has been an active supporter of the Florida State Minority Supplier Development Council (FSMSDC)

Representatives from Purchasing, Supply Chain Services, and the Business Development Program collaborate with FSMSDC on a number of programs

- FSMSDC Expo and Tradeshow
- Business Opportunity Matchmaker and Procurement Summit
- Annual Fall PowerNet at UM
- Mentor Protégé Program



Learn more at fsmsdc.org

Thank You!

**We appreciate your interest in joining UM's business
community.**

