Certified Minority Owned Businesses

I. A Certified Minority Owned Business Enterprise (Certified MBE) is a business certified as such by the Wisconsin Department of Commerce.

II. All departments/divisions are strongly urged to do business with Certified MBES in accordance with the campus policy below. As State procurement rules allow the small individual purchases to be made without going through Purchasing, it is necessary that all departments remind faculty and staff of the opportunities to place orders with Certified MBES.

A. Grant Applicants are encouraged to include information from this manual section where appropriate in their grant applications.

B. The Purchasing Office will make awards to the Certified MBE submitting the lowest qualified bid when that qualified bid is no more that 5% higher than the lowest apparent responsible bid.

C. The Purchasing Office may award individual orders $5,000 or less to Certified MBES without a competitive process with the requisitioning department's approval.

D. The Purchasing Office and departments exercising delegation under Procedure 3.2.11 – Low Dollar Orders may award the order to Certified MBES that are listed as the suggested vendors on requisitions that:

   1. Total $5,000.00 or less.
   2. Are for products or services exempt from competitive processes unless existing contractual relationships with another vendor prohibit the award.

E. The provisions of this manual section apply to all purchases except where prohibited by statute (printing).

III. The Wisconsin Department of Commerce maintains a directory of Certified MBES searchable by name and product or service.

IV. The Wisconsin Department of Administration maintains a directory of its contracts that have Certified MBE suppliers.

Questions regarding purchases from Certified Minority Owned Businesses should be directed to Purchasing.
UNIVERSITY OF WISCONSIN - MILWAUKEE
MINORITY BUSINESS ENTERPRISE PROCUREMENT POLICY

The State of Wisconsin is committed to the involvement of minority business enterprises in the State’s procurement program. The University of Wisconsin - Milwaukee, as a state agency with delegated purchasing authority, strongly supports this commitment. Minority business enterprises will be encouraged to respond to UWM’s procurement needs. All efforts will be made to identify and eliminate any procedural or technical impediments to full participation of minority businesses in state and university procurement.

UWM supports the State’s goal to attempt to ensure that 5% of the total amount expended in the State’s purchasing program in each fiscal year is paid to certified minority business enterprises.

In carrying out this commitment, the UWM Purchasing Office and UWM departments with delegated purchasing authority will follow the State’s supplier selection policy. We will make awards to the certified minority business enterprise submitting the lowest qualified bid when that qualified bid is not more than 5% higher than the apparent low bid or the proposal no more than 5% lower than the apparent high point score. Awards will be made to the certified minority enterprise submitting the lowest qualified bid or highest point score proposal.

Additionally, consistent with the flexibility allowed in supplier selection within the procurement function, the campus community will support the selection of minority suppliers in those categories of purchases for which campus departments are the key decision-makers.

Approved by: Carlos E. Santiago, Chancellor

Received

Jan 03 2006

UW Milwaukee
Purchasing