

AFFIRMATIVE ACTION PROGRAM FOR PURCHASING AND CONTRACTING

Policy and Objectives

The University of Massachusetts Dartmouth is committed to the principles of affirmative action and equal opportunity in its employment, educational and procurement practices. On June 3, 1992, the University's Board of Trustees adopted the following statement as part of its overall purchasing policy:

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6/3/92

The University's commitment to the principles of Affirmative Action shall be applied to purchasing with the objective of achieving and fostering greater minority- and women-owned business enterprise participation in University procurement activity and encouraging socially or economically disadvantaged business owners to respond to invitations to bid on University business.

In addition, UMass Dartmouth is required to comply with the provisions of Federal Executive Order 11246, as amended, and its implementing regulations.

In accordance with the above commitment, legal obligations and University policy, the specific objectives of the UMass Dartmouth Affirmative Action Program for Purchasing are as follows:

1. To fully comply with legal requirements for notification and monitoring of contractors, subcontractors, and vendors;
2. To continue to identify qualified minority and women vendors, especially those in Massachusetts and also those outside of the Commonwealth;
3. To establish realistic purchasing goals and maintain an ongoing purchasing program for minority- and women-owned businesses and socially or economically disadvantaged business owners;
4. To encourage bids from qualified minority- and/or women-owned business enterprises by:
 - a. special contact inviting bids and providing bid information;
 - b. special technical assistance to minority- and women-owned businesses on filling out bid documents and completing other procedural steps;
 - c. in accordance with the University-wide guidelines, attempting to minimize the negative impact of bonding and capitalization requirements insofar as state regulations permit; and
 - d. attempting to speed accounting processes and expediting payment to small businesses, many of which are minority- or women-owned.
5. To encourage contractors to utilize minority subcontractors;
6. To implement the required employment practices of contractors, subcontractors and vendors as needed to ensure compliance with the law; and

7. With regard to construction jobs monitored by the Division of Capital Planning and Operation, to actively participate in monitoring procedures required in state operating policies and regulations.

Responsibility

The Chancellor has ultimate responsibility for ensuring that these objectives are carried out. The Executive Director for Administrative and Auxiliary Services is generally responsible for:

1. Identifying and recording the names of qualified minority- and/or women-owned businesses;
2. Invitations for bids and provision of technical assistance;
3. Keeping of records and preparation of status reports yearly to the Vice Chancellor of Administrative and Fiscal Services concerning the University's progress; and
4. Specific implementation of objectives.

Legal Responsibilities

1. The following rules and regulations are incorporated in University contracts, subcontracts and purchase orders when applicable:
 - a. Executive Order 11246 as amended. The non-discrimination clause contained in Section 202 is incorporated by reference in all contracts;
 - b. US Department of Labor Part 60-741 entitled, "Affirmative Action Obligation of Contractors for Handicapped Workers." Section 60-741-4 is incorporated by reference in all contracts; and
 - c. US Department of Labor Part 60-250 entitled "Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era."
2. The Vendor Information and Procedure manual contains a provision that requires vendors who seek to do business with the University to comply with the provisions of Section 202 of Executive Order 11246 as well as all other federal and state statutes, rules, and regulations applicable to equal employment opportunity.