Use the following as a reading guide.

1. Article 15, Information for Bidders, outlines the UM Supplier Diversity goal program.

2. The university prefers that each project meet the Supplier Diversity goal. Only certified diverse firms will count towards the goal. A list of certifying agencies is included in the Contract Documents. UM does not have a certification program.

3. If the bidder cannot meet the goal, the bidder must demonstrate that they made a good faith effort to meet the goal. Article 15, Information for Bidders, outlines the definition of a good faith effort.

4. To demonstrate a good faith effort, the bidder must keep a log of all telephone calls, bid notices, and advertisements to obtain bids from diverse firms. The bidder must also show all attempts to follow-up the initial solicitation with the diverse firms. Also, keep a log of all diverse firm bids received with reasons noted why a diverse firm was not awarded the work. For a good faith effort, the Bidder should solicit bids from all applicable firms listed in the State directory.

5. For all projects, the bidder should send bid notices to all diverse firms in the region or city with work in the project. For Columbia & Rolla, this is Mid Missouri or the Missouri Design & Construction Central Region. The bidder is responsible to obtain current lists of certified firms from the State of Missouri Office of Administration and the other certifying agencies listed in the Contract Documents.

6. For projects in Columbia & Rolla between $500,000 and $2,000,000, the bidder should advertise in at least one minority focused paper in St. Louis and Kansas City and send bid notices to major diverse firms from those cities with work in the project.

7. For projects in Columbia & Rolla $2,000,000 and up, the bidder should advertise in at least one minority focused paper in St. Louis and Kansas City and send bid notices to all diverse firms from those cities with work in the project.

8. For projects in St. Louis & Kansas City $500,000 and up, the bidder should advertise in at least *two* minority-focused paper in that city and send bid notices to all diverse firms in that city with work in the project.

9. For **all projects** the University has a 3% SDVE goal. The goal may be met by the bidder, subcontractors and material suppliers. A 3 percent advantage shall be given to SDVE bidders and to all bidders that achieve the 3% SDVE participation goal. Details regarding how to qualify for the 3 percent advantage and how the advantage is calculated are included in Section 15 of the Information for Bidders.

10. Advertisements should be made in minority focused papers. A list of some diverse focused papers is included in the bidding documents.

11. The bidder should be prepared to supply a breakdown of materials from any diverse material suppliers so the consultant can check against planned quantities. This is done to verify the suppliers’ participation on this project. Participation from ‘brokers’ may be discounted.

12. The bidder must fill out a Supplier Diversity Compliance Evaluation form for each diverse firm and include them in the envelope with the Bidders Statement of Qualifications [BSQ]. If the bidder cannot achieve the goal, the bidder must also include a completed Application for Waiver form and associated backup in the BSQ envelope. Any bidder may be asked to supply additional Supplier Diversity information after bids are opened. Bids may be rejected if a Bidder does not achieve the goal and fails to demonstrate a good faith effort.