

## EDGE/MBE Participation Summary – 2 Year Institutions

Institution Name	Cuyahoga Community College	CB Request	CCC0105002
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### Overview of Institutions Purchasing Process

The College's procurement transactions are bound by the applicable federal and state laws, Uniform Commercial Code, Ohio Revised Code, and in some instances, State Statute.

The College issues Request for Information (RFI), Requests for Proposals (RFP), Requests for Quotation (RFQ), Request for Qualifications (RFQualifications), and requests for Sealed Bids to solicit goods, services, and works of improvement.

**RFI:** A document issued to invite respondents to submit information for goods and services according to specifications, terms, conditions, and requirements set forth in the RFI. The College, at its sole discretion, will determine if a Request for Proposal will result from the RFI.

**RFP:** A document used to invite respondents to submit proposals for complex goods, services, and projects. Respondents are required to respond according to the specifications, terms, conditions, and requirements set forth in the RFP.

**RFQ:** A document used to invite respondents to submit price quotes for a specified product or service.

**RFQualifications:** A document used to invite respondents to submit a statement of their qualifications to provide specified goods or services.

**Sealed Bids:** The College is required by the Ohio Revised Code to advertise opportunities for Works of Improvement over \$50,000. These opportunities are posted on the Supplier Managed Services Website under the "Current Opportunities" quick link. Responses are submitted as sealed bids. Sealed bid openings are open to the public and attendance is encouraged. Bid tabulations and contract awards are posted under the "Current Opportunities" quick link.

Goods and services are also purchased from suppliers through Educational and Institutional Cooperative Purchasing, State of Ohio Purchasing, and The Inter-University Council Group of Ohio contracts. These organizations issue bids and establish contracts for a variety of goods and services commonly used by higher education institutions and government agencies. The College encourages suppliers to contact these groups directly for opportunities to provide goods and services to Cuyahoga Community College as well as other agencies and institutions throughout the State of Ohio.

The initiating department and Supplier Managed Services will evaluate responses and interview respondents, if applicable. The College reserves the right to select suppliers whose RFI, RFP, RFQ, or Sealed Bid is most responsive and responsible, and provides the greatest overall value.

### Describe Efforts to Encourage Participation of Minority & Disadvantaged Firms in the Purchasing Process

The Office of Supplier Managed Services, working in conjunction with the Office of Inclusion, Diversity, & Equal Opportunity Compliance developed the following Supplier Diversity Initiatives

- Create and manage diverse supplier base by:
  - Providing equal opportunities for suppliers to provide goods and services
  - Participating as a member of the supplier outreach/diversity advisory council
  - Locating suppliers that represent our customer base and community
  - Participating in supplier development, training, and education

The College hosts vendor appreciation breakfasts throughout the year in order to meet directly with our vendor/contractor base, which encourages networking between our vendors and College personnel, and also encourages networking among vendors. As part of this event, the College provides a presentation discussing the College Mission, Vision, and Values and sharing our Strategic Plan with our vendor partners.

The College hosts an annual Construction Diversity Open House. The purpose of this is to help construction related businesses understand the Sealed Bid process, and to encourage participation in bidding on construction projects where possible. The Agenda for this event includes presentations on Diversity Commitment, Supplier Diversity Initiatives, Supplier Managed Services, Apprenticeship Program and Green Academy, Tri-C Facilities Master Plan, Construction Processes, and Business Continuity. Following the presentation, there is a question and answer session and then one-on-one meetings with College personnel representing each area listed on the agenda.

The College also provides plans and specifications to each member of MCBAP (Minority Contractors and Business Assistance Program) that is listed in the specification documents Solicitation section.

The College is in the process of developing a Diversity Initiative Reporting Manual, and The Office of Facility Development & Operations/Capital & Construction also meets one-on-one with any vendor or contractor who requests a meeting.

The College employs an outside firm to provide daily workforce statistics for our major construction project.