

## EDGE/MBE Participation Summary - 2 Year Institutions

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| Institution Name | Stark State College of Technology | CB Request | STC0105024 |
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### Overview of Institutions Purchasing Process

Departmental staff determine the specifications for the item needed and submit a Requisition in the Banner ERP system. Multiple levels of approval are required depending on the amount of the purchase. Where bidding is not required by policy and the Departmental staff have submitted multiple quotations with the Requisition, the Purchasing Agent creates a PO and places the order. If multiple quotes are not available, the Purchasing Agent assists the Departmental staff in contacting additional vendors to request pricing. If the item needs to be bid, the Purchasing Agent prepares a Request for Bid packet and emails it to all vendors in the ERP system which are known to sell the type of items needed. Bids are awarded to the lowest bidder.

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

The College has long been involved with the local Urban Leagues in each of the communities in the district (Akron and Canton). The Purchasing Department regularly participates in the MBE/DBE/WBE events sponsored by the leagues where we meet with vendors and invite them to send their business information to the Purchasing Department for review. We invite them to call us on the phone to discuss their products and services so we can get a good feel for where there would be opportunities for their services. Once a representative of a business gives the Purchasing Department their written information, it is forwarded to the Departmental staff in each department which might be able to use their goods or services. When the business' representative asks to be included in future bids or other solicitations, the Purchasing Department records the request to ensure that the business will be given the opportunity to receive the bid or solicitation package. The College also utilizes many State of Ohio and Inter University Council Purchasing Contracts. While state law does not mandate that technical colleges participate in the EDGE program, we take the opportunity to involve MBE/DBE/WBE companies when there are multiple vendors that received awards under the State DAS or IUC-PG contracts when possible.