3 August 2020

Ms. Terrie Daniel, Assistant Vice President University of South Florida Office of Supplier Diversity 4202 E. Fowler Avenue, ALN 137 Tampa, FL 33620

Dear Terrie,

During the past several months we have had comprehensive and strategic conversations with community-based advocacy organizations, legislators and local business owners across the Tampa Bay region about the USF supplier diversity program. We have explored how we can further implement solutions to ultimately extinguish racial and ethnic disparities and achieve equity as it relates to our contracting opport,e-8(o) g0 G(-) sire estategio 1Tf12 Tf1 0 0 1 43.275 0 fice of we

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I wish to ensure our approach across USF addresses the numerous factors that may impede diverse

We seek to ing

and because it is a proactive business

strategy that provides the best combination of value, quality, and service by diverse suppliers (i.e., women-, veteran-, service disabled veteran-, and minority-owned business enterprises). USF will set a positive example of access to sourcing and purchasing opportunities throughout the Tampa Bay region.

I expect that all USF faculty, administration and staff assist in advancing supplier diversity by exercising the following:

Keep in mind that diverse businesses may offer more competitive pricing. Commit to building relationships with prospective business owners. Notify the OSD about upcoming opportunities in advance. It often pays to persevere; d

Look for strategic growth opportunities for smaller suppliers.

Be patient with suppliers. There may not be a current need for their offering now, but keep them in mind for future opportunities.

www.usf.edu/osd

Keeping in mind that these are beginning steps in what will be a broader initiative moving forward, in addition to the aforementioned strategies, I am implementing the following policy changes and initiatives to assist in minimizing disparities in the utilization of diverse suppliers in USF contracting.

Near-term actions to be taken by August 2020:

I will issue University-wide communication conveying my expectations (see above) and supporting supplier diversity as a strategic initiative of the University of South Florida. I will address a code of conduct in my communication to all employees who have purchasing authority on behalf of the University of South Florida. This code of conduct will establish vision and a clear understanding of expectations for faculty, staff and administration surrounding supplier diversity. Additionally, my communication will include the following information:

- I have stipulated the requirement to include a member of OSD as an equal ranking voting member on all selection procurement committees of ≥\$75,000.
- To all employees who have purchasing authority on behalf of the University of South Florida, including but not limited to those who hold Purchasing Cards (PCards), I strongly urge that they consider utilizing diverse suppliers when seeking quotes and making vendor selections for all purchases small and large.
- In order to achieve significant diverse business utilization in second-tier contracting during both design and construction phases, USF will require direct project contractors to submit a Diverse Business Utilization Plan outlining their commitment to utilize diverse suppliers on major construction projects (those in excess of \$4 million). This plan shall include an outline of the scopes of services and estimated utilization by category for each project phase. Major progress will be tracked and they will be asked to report their progress on diverse

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business utilization directly to the University of South Florida president and Board of Trustees (BOT).

USF will report our diverse spend utilization by race, ethnicity and gender.

Medium-term actions to be taken by October 2020:

All colleges and administrative departments within the University of South Florida will be required to report all spending with diverse businesses to the OSD monthly.

Each of thirteen colleges, and all administrative units (e.g., Facilities and Construction), will identify one administrator to liaise with OSD to identify