

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 15, 2021

RESOLUTION ADOPTING POLICY ON SUPPLIER DIVERSITY

WHEREAS, Cleveland Public Library recognizes that diversity, equity and inclusion are mutually reinforcing and must be woven through the Library's vision, mission, values, strategic priorities, goals, and objectives; and

WHEREAS, Consistent with its intentions for serving its communities, the Board of Library Trustees adopted a Supplier Diversity Statement on September 26, 2019 that set the groundwork for developing and implementing standards and procedures to achieve the inclusion of diverse firms in all business activities for the Library, including contract procurement; and

WHEREAS, The Library Administration formed a Supplier Diversity Council consisting of representatives from various Library departments and community members from organizations such as the Greater Cleveland Partnership and the Construction Employers Association of Cleveland; and

WHEREAS, The Supplier Diversity Council met regularly over the past year and developed the Policy on Supplier Diversity, which is attached as Exhibit "A" to this resolution and which sets forth general principles for procuring supplies, contracted services, library materials, and capital outlay from diverse businesses; and

WHEREAS, The Policy also includes a monthly reporting requirement for all expenditures, which is intended to supersede the quarterly reporting requirements adopted by this Board regarding expenditures from \$5,000 to \$25,000 for library supplies and equipment and expenditures for Library Materials and CLEVNET goods and services in excess of \$25,000; and

WHEREAS, The Library Administration recommends adopting the attached policy and further authorizing the Library Administration to develop procedures and a timeline for implementing the Policy; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached policy, to be effective immediately, and authorizes the Library Administration to develop procedures and a timeline to implement the Policy on Supplier Diversity; be it further

RESOLVED, That the Board of Library Trustees hereby rescinds the expenditure reporting obligations established by this Board on April 18, 1996 concerning expenditures from \$5,000 and \$25,000 for library supplies and equipment and on May 16, 2002 concerning expenditures for Library Materials and CLEVNET goods and services in excess of \$25,000.

EXHIBIT "A"

Policy on Supplier Diversity

The Cleveland Public Library embraces and supports the diversity of our community and strives to expand its purchasing and procurement practices to include participation by diverse businesses. Accordingly, the Cleveland Public Library's procurement practices will be governed by the following principles:

1. **Diverse Businesses.** Diverse businesses are those suppliers or vendors that are certified by a federal, state, or local government certifying agency or program including, but not limited to, minority-, female-, LGBTQ-, and veteran-owned businesses.
2. **Purchases under \$10,000.** To build relationships and grow and expand diverse business partnerships, all purchases of supplies for \$10,000 or less will be offered to diverse businesses only. All departments will be required to identify and select a diverse business providing supplies at this purchase level unless the items are unique, proprietary, available only from a sole source, or there are no diverse businesses available to provide the supplies needed in a timely fashion or at a reasonable price. Departments will be encouraged to seek diverse businesses for purchased or contracted services, library materials, or capital outlay in the amount of \$10,000 or less.
3. **Purchases over \$10,000.** Purchased or contracted services, library materials, and capital outlay required by departments that are over \$10,000 will be offered to any qualified vendor. Departments must receive three quotes for such purchases, with at least one of the quotes coming from a diverse business. The diverse business will be selected if their price is within ten percent (10%) of the lowest submitted bid. The requirements set forth in this section will not apply to professional services nor in cases of sole source, proprietary or unique goods or services, or when there is no diverse business available to provide the goods or services needed in a timely fashion.
4. **Reporting.** The Fiscal Officer will provide the Board of Library Trustees with a monthly report on all expenditures, including the purchases described in this Policy, and, if known, will identify those expenditures paid to diverse businesses.