

Guidelines: Purchasing from Minority, Women and Veteran Owned Businesses

Ball State University

Purchasing Services

General

As a supplement to the [Ball State University Equal Opportunity and Affirmative Action Policy](#) , the Purchasing Department supports the University's commitment to the promotion of diversity with vendors who supply goods and services to the University by:

- Expanding and increasing awareness of opportunities for Minority, Women and Veteran owned Business Enterprises. (MWBE/V).
- Meeting with representatives of MWBE/Vs to discuss their offerings of products and services.
- Encouraging links between MWBE/V's businesses and the University's end user departments.
- Actively providing MWBE/Vs the opportunity to submit price quotations for the potential procurement of products and services.
- Utilizing a minimum of two MWBE/V suppliers (one of which must be a veteran owned business) on all Request for Quotes (RFQ) and Requests for Proposals (RFP). In the event that two MWBE/V suppliers cannot be found, the attempts to locate a vendor to meet this requirement must be documented by the Purchasing Agent.
- Focusing on securing business contracts with firms identified as MWBE/Vs, which fulfill a need for Ball State University.

Procedure

Minority and Women Businesses

While not a requirement to do business with Ball State University, we do encourage Minority and Women business owners to obtain the State of Indiana certification from the Indiana Department of Administration's (IDOA). *If you are interested in the State certification as a Minority and/or Women Owned Business Enterprise, you can find additional information on the process at www.in.gov/idoa/minority.*

Veteran Owned Businesses

While not a requirement to do business with Ball State University, we do encourage Veteran business owners to obtain the State of Indiana certification from the Indiana division of Veteran Owned Small Businesses (IVOSB). *If you are interested in the State certification as a Veteran Owned Business Enterprise, you can find additional information on the process at <https://www.in.gov/idoa/2825.htm>.*



Responsibility

Purchasing

Other departments affected

General Campus

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