



1<sup>st</sup> CLASS EDUCATOR

## Equitable Procurement Framework

This framework is designed for organizations seeking to incorporate equitable procurement practices and prioritizes high quality service and product providers that are majority minority Owned or equitably Staffed to promote inclusive and diverse educational ecosystems.

Equitable Procurement practices paired with an intentional commitment to work with minority vendors is crucial for school districts for several reasons, including promoting equity, fostering economic growth, and enhancing community relationships. Here's a checklist outlining the importance and benefits of engaging with minority vendors:

### 10 POINTS *of* IMPORTANCE

#### Promote Equity and Inclusion

- Ensure equitable opportunities for minority-owned businesses.
- Reflect the diversity of the student population and community.

#### Support Local Economies

- Strengthen local economies by supporting minority-owned businesses.
- Encourage job creation within marginalized communities.

#### Enhance Community Relations

- Build trust and strengthen ties with the community.
- Involve local stakeholders in decision-making processes.

#### Encourage Diverse Perspectives

- Bring diverse viewpoints and innovative solutions to procurement.
- Improve problem-solving through varied experiences.

#### Meet Compliance and Policy

- Comply with federal and state regulations regarding diversity in contracting.
- Align with district policies promoting minority business participation.

#### Boost Student Engagement and Awareness Goals

- Educate students about diversity and entrepreneurship.
- Foster a sense of belonging and representation.

#### Improve Quality and Innovation

- Access a broader range of services and products.
- Encourage competition that can lead to better quality and pricing.

#### Cultivate Long-term Partnerships

- Build sustainable relationships with minority vendors.
- Create pathways for mentorship and development within the community.

#### Promote Social Responsibility

- Showcase commitment to social justice and community support.
- Enhance the district's reputation as a progressive institution within the community.

#### Track and Measure Impact

- Establish metrics to evaluate the impact of working with minority vendors.
- Use data to inform future procurement strategies and policies within the community.



# Equitable Procurement Checklist

## ✓ PRE-PROCUREMENT PLANNING

- Establish clear diversity spending goals and metrics
- Review current vendor demographics and identify gaps in representation
- Create a database of qualified minority-owned businesses in relevant sectors
- Ensure RFP language is inclusive and free from unintentional barriers

## ✓ PROCUREMENT PROCESS OUTREACH & ACCESS

- Advertise opportunities through diverse channels
- Conduct vendor outreach events in underserved communities
- Provide technical assistance for bid submission
- Offer mentorship opportunities for new vendors

### EVALUATION CRITERIA

- Include diversity metrics in scoring rubrics
- Weight social impact in vendor selection
- Consider local economic impact
- Evaluate cultural competency

### CONTRACT TERMS

- Ensure payment terms are accessible for small businesses
- Include diversity requirements in subcontracting
- Set clear performance metrics
- Establish regular review periods

## ✓ VENDOR QUALIFICATION CRITERIA

### BUSINESS OWNERSHIP & STRUCTURE

- Verify minority ownership status (51% or more ownership)
- Review organizational leadership and staffing diversity

### SERVICE QUALITY & CAPABILITY

- Assess track record of service delivery
- Evaluate capacity to meet project scope
- Review references from similar educational institutions
- Verify if any present, past, or pending litigation

### EDUCATIONAL ALIGNMENT

- Evaluate understanding of diverse student needs
- Review experience working with educational institutions
- Assess commitment to inclusive educational practices
- Check alignment with district's equity goals

## ✓ POST-AWARD MANAGEMENT

### IMPACT MEASUREMENT

- Provide feedback and support for improvement
- Monitor vendor performance and diversity commitments
- Track economic impact on local community
- Track percentage of contracts awarded to minority-owned businesses
- Assess improvement in educational outcomes

## ✓ CONTINUOUS IMPROVEMENT

- Gather feedback from vendors and stakeholders
- Review and update procurement policies annually
- Identify barriers and implement solutions