



Watterson Solutions:
Policy No: Supplier Diversity 01-01
Amended: April 2023

**SUPPLIER DIVERSITY POLICY
FOR ALL CONTRACTS, GOODS AND SERVICES**

PURPOSE:

The purpose of this policy is to increase meaningful participation of Diverse Contractors/Suppliers in Watterson Solutions (Watterson) supplier contracts, to establish Watterson's goals for Supplier Diversity participation, and to set forth requirements for the Watterson Supplier Diversity Program.

SCOPE:

This policy will apply to all Watterson supplier bid contracts for goods and services as well as the consultants who manage these contracts. If a contract is to be paid all or in part with non-Watterson funds, and a funding entity has Supplier Diversity program requirements that exceed or are more stringent than those of this Policy, then the additional Supplier Diversity policy provisions of the funding entity or entities will also apply as contract requirements. Contracts which do not meet the dollar threshold for solicitation of bids, will also be subject to Watterson's Supplier Diversity Policy.

If Watterson must enter into a contract for a project on an emergency basis, Watterson will still seek competitive bids for the work and will declare the nature of the emergency in writing, in accordance with the Public Works Act. Watterson reserves the right to waive or modify the requirements of this policy if the emergency is adversely affecting or presents and immediate threat to public health, safety, or the environment.

DEFINITIONS:

Contractor - An individual or business entity seeking to contract with Watterson for goods or services or a project and which will function in the role of general contractor for the project.

Diverse Contractor/Supplier- A for profit small business concern for which socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations, certified as such on one or more of the lists of Diverse/Contractors Suppliers referenced in this Policy.

Subcontractor - For purposes of this Policy, a subcontractor means an individual or business entity which subcontracts with the contractor to supply goods, perform work or services.

Supplier - For purposes of this Policy, an individual or business entity who enters into a contract with a general

contractor to provide materials, equipment, or other products or items.

Supplies - For purposes of this Policy, this term may include materials, equipment, supplies, or other products or items for a project.

Commercial Useful Function –As used in this Policy, refers to the role of a for- profit business which is itself responsible for execution of the contract or a distinct element of the work; refers to a company or individual who actually performs, manages, or supervises the work involved, or who itself furnishes supplies, goods, or services.

POLICY:

It is Watterson policy that Diverse Contractors/Suppliers be given ample and fair opportunities to do business with Watterson, either directly or indirectly, by ensuring that contractors who enter contracts with Watterson make earnest and diligent efforts to include Diverse Contractors/Suppliers as subcontractors and suppliers. Contractors who wish to bid on a Watterson invitation shall take all necessary and reasonable steps in accordance with this Policy to ensure that Diverse Contractors/ Suppliers have the maximum allowable opportunity to compete for subcontracts and supplier contracts for the project.

This Policy shall be race and gender neutral. Contractors shall not discriminate in awarding subcontracts and supplier contracts based on race, color, national origin, ethnicity, or sex, during the bid process as well as during performance of a Watterson public works contract.

It is Watterson's goal that by 2025 in all contracts, contractors shall make a demonstrated good faith effort to award fifteen percent (15%) of the contract amount to certified Diverse Contractors/Suppliers as subcontractors and/or suppliers performing commercially useful functions which are consistent with contract requirements. This percentage shall be considered a target which is subject to modifications and may be waived or adjusted by Watterson if the contractor, after demonstrating a good faith effort, is unable to comply with the 15% goal. However, the requirement that a contractor demonstrate a good faith effort shall not be considered informality subject to waiver, except in cases of emergency as noted above. This Watterson goal shall be achieved over three (3) years as follows, 2023 five percent (5%) of the aggregate contract amounts, 2024 ten percent (10%) of the aggregate contract amounts, 2025 fifteen percent (15%) of the aggregate contract amounts.

IMPLEMENTATION - THE WATTERSON SUPPLIER DIVERSITY PROGRAM:

Lists of Certified Diverse Contractors/Suppliers:

Watterson is committed to maintaining a list of acceptable Diverse Contractors/Suppliers acceptable under this policy. All contractors submitting bids for Watterson contracts are required to utilize Watterson's most recent list of certified Diverse Contractors/Suppliers in their efforts to meet their good faith Supplier Diversity Policy Supplier Diversity requirements. Bidders may also use other lists including those specified below. If a bidder plans to use a Diverse Contractor/Supplier from another list, the bidder must notify Watterson's Supplier Diversity Office so that the Diverse Contractors/Supplier's certification can be verified.

Watterson's list of certified Diverse Contractors/Suppliers includes a description of the areas for which each Diverse Contractor/Supplier can provide services or supplies. Contractors are required to use Diverse Contractors/Suppliers only in the areas for which the Diverse Contractors/Suppliers are certified.

Diverse Contractors/Suppliers may be selected from the following lists as examples

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- Watterson List of Certified Diverse Contractors/Suppliers - www.Watterson.com (Reciprocity from the following)

- Applicable Regional Certified List / Supplier Diversity Council
- WBENC Women's Business Enterprise National Council - www.wbenc.org
- VOSBA Veteran's Office of Small Business Administration – www.VOSBA.org

A contractor may also contact Watterson's Supplier Diversity Office if the contractor knows of a Diverse Contractor/Supplier who would like to be added to the Watterson certified list in order to qualify as a subcontractor or a supplier. The Watterson Supplier Diversity Office will work with the contractor and the Diverse Contractor/Supplier to determine if the Diverse Contractor/Supplier meets certification requirements.

The current listings of Diverse Contractors/Suppliers certified by Watterson are available on Watterson's website: www.Watterson.com or by contacting Watterson's Supplier Diversity Office at (847) 925-9800.

Supplier Diversity Requirements:

Contractors who wish to enter into a contract with Watterson must make good faith efforts to comply with Watterson's goals for Diverse Contractor/Supplier participation by learning about, contacting, and negotiating with potential Diverse Contractors/Suppliers who are able and available to provide goods or services.

In addition to obtaining lists of certified Diverse Contractors/Suppliers, Contractors will contact organizations, which provide assistance to Diverse Contractors/Suppliers and obtain contact information for Diverse Contractors/Suppliers available to provide goods or services.

Contractors will then contact certified Diverse Contractors/Suppliers to obtain prices and other information necessary for the contractor to evaluate the possibility of participation by Diverse Contractors/Suppliers.

Contractors bidding on Watterson projects must list all Diverse Contractor/Supplier subcontractors and suppliers on the **Subcontracting Plan form** submitted in the bid package and sign the form. When preparing a bid, the bidding contractor must obtain firm prices from all Diverse Contractors/Suppliers. The bid package must include correspondence from each Diverse Contractor/Supplier subcontractor/supplier on the Diverse Contractors/Suppliers letterhead in which the Diverse Contractor/Supplier confirms negotiated terms for the subcontract or supply contract, including compensation and a brief description of the scope of work or the items to be supplied.

If a contractor bidding for a Watterson contract is unable to meet the 15% goal for Supplier Diversity participation for the project, the contractor must note this on the Subcontracting Plan form, state what percentage of the goal was achieved, if any, and sign the form. The contractor must also submit an Affidavit of Contractor's Good Faith Efforts to Meet Supplier Diversity Goals with the bid package setting forth the reasons the goal could not be achieved for this project. The Affidavit must include names, addresses, and contact information for each Diverse Contractor/Supplier contacted, a description of information provided to each, and a statement regarding each as to why an agreement for a subcontract or supply contract was not reached. The Affidavit must include description of the good faith efforts made to obtain Supplier Diversity participation, referencing the factors listed below. Documentation supporting the statements in the Affidavit must be attached thereto.

When bids are received for a contract, Watterson's Supplier Diversity Office will review the submittals relative to Supplier Diversity Program requirements to determine if a bidder has demonstrated a good faith effort to reach Watterson's Diverse Contractor/Supplier participation goal, the Watterson Supplier Diversity Office will review and consider bidder's submitted documentation as to the following factors:

- Did the bidder obtain the Watterson List of Certified Diverse Contractor/Supplier entities? What other lists of certified Diverse Contractors/Suppliers did the bidder use, if any?
- Did the bidder use the services of available community organizations, small and/or disadvantaged business groups, local, state, and federal small or disadvantaged business assistance offices, and other organizations which provide assistance in recruitment and placement of Diverse Contractors/Suppliers, to obtain information and contact information for Diverse Contractors/Suppliers who might be able to perform work or furnish supplies for the project?
- Did the bidder attend pre-bid meetings if scheduled by Watterson to which Diverse Contractors/Suppliers were also invited, to inform Diverse Contractors/Suppliers of opportunities to provide services or supplies for the project?
- Did the bidder advertise in general circulation media and trade association publications concerning Diverse Contractor/Supplier opportunities for the project and give potential subcontractors and suppliers reasonable time to respond and negotiate?
- Did the bidder provide written notice to a reasonable number of Diverse Contractor/Supplier firms and allow them sufficient time to respond and negotiate?
- Was the information provided by the bidder to potential Diverse Contractor/Supplier subcontractors and suppliers adequate to apprise them of the plans, specifications, and requirements for the project?
- If the bidder received initial solicitations from interested Diverse Contractors/Suppliers, did the bidder follow up by contacting the Diverse Suppliers again to determine if the Diverse Contractors/Suppliers were interested in subcontracting or furnishing supplies for the project?
- What efforts did the bidder make to determine whether the project specifications, drawings, and other documents presented opportunities for participation by Diverse Contractors/Suppliers? Did the bidder select certain portions of the work as suitable for performance by Diverse Contractor/Supplier subcontractors, or break down the work into smaller parts in order to allow participation by Diverse Contractors/Suppliers?
- Was the information provided by the bidder to potential Diverse Contractor/Supplier subcontractors and suppliers adequate to apprise them of the plans, specifications, and requirements for the project?
- If the bidder received initial solicitations from interested Diverse Contractors/Suppliers, did the bidder follow up by contacting the Diverse Suppliers again to determine if the Diverse Contractors/Suppliers were interested in subcontracting or furnishing supplies for the project?
- For any Diverse Contractor/Supplier determined by the bidder to be unqualified or unable to participate, did the bidder offer a reasonable justification for the bidder's decision not to utilize that Diverse Contractor/Supplier?
- If the bidder contacted the Watterson Supplier Diversity Office requesting that potential subcontractors or suppliers be considered for addition to the Watterson certification list, this should also be documented and will be considered by Watterson.

The foregoing list is not exclusive. Other efforts to comply may be documented by a bidder for consideration by Watterson.

Bidders shall have until the close of business on the fourth day after the bid opening, if applicable, to submit

complete information in compliance with the Supplier Diversity Program. Additional information, such as clarifying documentation, provided after the close of business on the fourth day after the bid opening shall only be provided and/or accepted upon request of the Watterson' Supplier Diversity Office and such information shall be submitted as expeditiously as possible so Watterson can determine if the bid is in compliance with this policy.

Contractors are hereby notified that bids which do not comply with Watterson's Supplier Diversity Policy and Program requirements may be rejected as non-responsive.

D. Continuing compliance with the Watterson Supplier Diversity Program during performance of contract:

Watterson's Supplier Diversity Office will monitor continuing compliance with the Supplier Diversity Program requirements as contracts are performed.

If a subcontract or supply contract with a Diverse Contractor/Supplier is terminated prior to its termination date, the contractor must notify Watterson's Supplier Diversity Office. This notification must include the reasons for the early termination as well as a description of efforts made by the contractor to engage another certified Diverse Contractors/Suppliers as a replacement subcontractor or supplier.

The contractor must file a written report with Watterson's Supplier Diversity Office once a month documenting the contractor's continuing compliance with the Supplier Diversity Program. This report will list all Diverse Contractor/Supplier subcontractors and suppliers currently performing work or providing supplies for the project.

Information and data requested by the Supplier Diversity Office regarding compliance with the Supplier Diversity Program must be promptly provided by the contractor. Contractors shall make available to Watterson's Supplier Diversity Office all records pertaining to use of Diverse Contractor/Supplier subcontractors and suppliers.

Watterson reserves the right to make site visits to project locations to confirm compliance with Supplier Diversity Program requirements.

A contractor's failure to comply with this policy and Watterson's Supplier Diversity program requirements during performance of a contract may be considered a breach of the contract and may result in its termination.

By entering into a contract with Watterson, a contractor acknowledges and agrees that failure to comply with Watterson's Supplier Diversity Program requirements relative to that contract shall be grounds for its termination by Watterson.

Failure by a contractor providing goods or performing service for Watterson to comply with the Supplier Diversity Program requirements may result in that contractor being determined "not a responsible bidder" in bids for future Watterson contracts.

Contractors must maintain for three (3) years such records as are necessary to determine compliance with Watterson's Supplier Diversity policy.

E. Watterson Tracking of Supplier Diversity Program Achievements:

Watterson's Supplier Diversity Manager will report to the Watterson Board semi-annually, in January and in July of each year, on Supplier Diversity utilization and on other efforts by Watterson's Supplier Diversity Office to enhance Diverse Contractor/Supplier participation in Watterson's contracting and achievements toward the program goals.