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## 2302 COMMITMENT TO THE ECONOMIC INCLUSION PROGRAM

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Effective: December 1986  
Revised: December 2015  
Last Reviewed: April 2016  
Responsible Office: Purchasing Services  
Approval: Purchasing Services

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### PURPOSE

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Support of diversity and local community businesses is a major business objective of the University in support of the Penn Compact. Purchasing Services is the organization designated to locate and qualify viable diversity and local community suppliers to meet University procurement requirements.

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### POLICY

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1. Purchasing Services is responsible for establishing, maintaining and ensuring adherence to the University's [Economic Inclusion Program](#).
2. An on-going effort will be made to increase the amount of purchases made from diversity and local community businesses. The Director of Purchasing Services is responsible for developing annual dollar goals for purchases made from diversity and local community businesses. The Director of Purchasing Services is responsible for assisting organizations with delegated procurement responsibility in establishing annual goals for both diversity and local community businesses.
3. Purchasing Services is responsible for locating and qualifying diversity and local community businesses capable of supplying the products and services required by the University.
4. Purchasing Services is responsible for assisting diversity and local community businesses in understanding the procurement process of the University. In particular, Purchasing Services will provide guidance as required for the benefit of the diversity and local community businesses. University departments are required, whenever possible, to solicit product information, pricing proposals and competitive bids from diversity and local community businesses. University faculty and staff with University BEN Buys Purchasing System access and MasterCard Purchasing/Fleet Card cardholders are required to purchase products and services from diversity and local community businesses whenever possible