

PERMANENT MEMORANDUM 81

Supplier Engagement

POLICY DIGEST

Monitoring Unit: Office of Finance & Administration

Initially Issued: October 1, 2019

Last Revised: September 9, 2024

Permanent Memorandum 81 establishes the University's policy pertaining to the inclusion of certified Historically Underutilized Businesses (HUBs) in the acquisition of goods and services, including contract administration, for all LSU institutions and affiliated organizations.

Collective term referencing the campuses using a shared system for business operational needs. These campuses include LSU A&M, LSU at Alexandria, LSU at Eunice, LSU at Shreveport, LSU Agricultural Center and extension offices, Pennington Biomedical Research Center.

Alumni associations, foundations, and other private, nonprofit organizations that raise private funds for the support of LSU and/or provide other assistance to LSU in support of its mission. Such organizations will typically have an executed Uniform Affiliation Agreement with LSU.

~~as, or~~ **Employee**: University employment relationships including faculty, other academic, unclassified, student and others.

Income: Income, honoraria or other payment for services (such as payment for consulting equity (such as stock, stock options or other ownership interests, and royalties).

Property: All property including but not limited to equipment, materials, supplies, insurance, licenses, agreements for software and leases on real property; excludes a permanent interest in land.

Collective term referencing the campuses using a shared system for business operational needs. These institutions include L Health Sciences Center – New Orleans,

A for profit, U.S. privately held corporation, sole proprietorship, partnership or joint venture in which 51% of the stock, shares and/or equity are owned and operated by one or more persons who are U.S. citizens and are members of the following groups: women; minority (Black, Asian/Pacific Islander, Asian Indian, Hispanic and Native American); veteran; or person with a disability. Additionally, HUB also includes small business as defined by U.S. Small Business Administration (SBA) standards and/or emerging businesses.

the process by which the ownership or use of goods or services are acquired. Procurement includes but is not limited to description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. Procurement

A. Supplier Database

Historically Underutilized Businesses must enroll as a supplier in the supplier database managed by LSU's Office of Procurement. The onboarding of suppliers, maintenance of the supplier record, and addition of supplier business ownership classifications are under the oversight of the supplier engagement staff who will ensure database accuracy. Suppliers should provide certification documentation verifying their status as a HUB in the enrollment application.

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Major contracts as determined by the Executive Vice President for Finance & Administration shall include requirements for suppliers to provide the University reports as negotiated in the contract detailing their Tier 1 spend if they are a HUB supplier and/or Tier 2 spend with HUB suppliers.