

AGING SERVICES OF NORTH CENTRAL MASSACHUSETTS, INC.

Supplier Diversity Policy

1. Purpose

The purpose of this supplier diversity policy is to ensure that Aging Services of North Central Massachusetts, Inc. maintains compliance with the Aging Service Access Points Contract Agreement section 1.12 regarding ASAP responsibilities to maintain a supplier diversity program, equal opportunity, and affirmative action in accordance with Massachusetts Executive Order 526.

2. Scope

This policy applies to all departments that subcontract for services and or purchase ancillary products or services. All departments at Aging Services of North Central Massachusetts, Inc. responsible for contracting for services and purchase of ancillary products or services must adhere to the policy and guidelines below.

3. Diverse Businesses

Diverse businesses that qualify to be Supplier Diversity Program (SDP) Partners must be business enterprises and/or non-profit organizations certified or recognized by the Massachusetts Supplier Diversity Office (SDO) in one or more of the following certification categories:

- Minority-Owned Business Enterprise (MBE)
- Minority Non-Profit Organization (M/NPO)
- Women-Owned Business Enterprise (WBE)
- Women Non-Profit Organization (W/NPO)
- Veteran-Owned Business Enterprise (VBE)
- Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)
- Disability-Owned Business Enterprise (DOBE)
- Lesbian, Gay, Bisexual, and Transgender Business Enterprise (LGBTBE)

Diverse businesses that are certified or recognized by the SDO are listed in the SDO Directory of Certified Businesses or in the SBA Veteran Small Business Certification (VetCert) directory.

4. Policy Statement

To promote relationships with diverse business, ASNCM is committed to purchasing supplies and services from certified minority or women-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

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It is ASNCM's policy that all potential subcontracted or ancillary service providers will be reviewed for SDO status. ASNCM will actively seek out certified diverse suppliers who can provide quality services which align with the mission of ASNCM.

5. Responsibilities

ASNCM's Executive Team will spearhead all efforts to ensure SDO compliance. This includes continuous review of updated SDO and VetCert directories to ensure any subcontracted or ancillary providers who self-declare as a diverse company but who are not certified by the SDO take the necessary steps to certify with the Massachusetts Supplier Diversity Office.

The Chief Quality Officer will ensure the Director of Quality Development and the Provider Relations Manager at ASNCM review all directories to ensure a timely determination is made regarding if current and potential providers are SDO certified.

6. Procedures

- Annual review of all subcontracted and ancillary service or product providers for SDO status.
- Support for all subcontracted and ancillary service or product providers who self-declare SDO status but have yet to certify with the Supplier Diversity Office.
- A minimum of an annual download of updated SDO and VetCert directories.
- Any responses to RFPs that ASNCM receives with SDO status will be reviewed in their entirety; for the current need for provided service, their ability to provide quality services which align with ASNCM mission, and the ability to meet the contract and regulations set forth by the Executive Office of Elder Affairs.

7. Compliance

- Documented tracking of the number of certified SDO subcontracted and ancillary service or product providers.
- Documented tracking of the number of self-declared diverse subcontracted and ancillary service or product providers and their progress regarding certification.
- Documented tracking of the cost of services conducted with certified SDO subcontracted and ancillary service or product providers.

For questions or further information regarding this policy, please contact:

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