



## Vendor Diversity Questionnaire

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The City of Ann Arbor believes our vendors, like our employees, should reflect the community we serve. By supporting diverse businesses, we create opportunity, promote innovation, and stimulate growth that enriches our community.

Twice yearly, the City of Ann Arbor asks contract bidders and vendors to provide the following demographic information about their business.

Business Name: \_\_\_\_\_

Please check the appropriate box for your federal tax classification. Check only ONE of the following boxes:

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Limited Liability Company

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_ Year Established: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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January 2024

Listed below are some widely used designations of diversity that can be certified. Whenever possible, please provide certification; if your business is not certified, please still answer in the way you would like to represent your business.

The City of Ann Arbor highly recommends certifying your business, but it is not required. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in business.

If you are unsure if your business meets the requirements of any of the following categories or if you have other questions, please refer to the Q&A on the following page.

Check all that apply:

- Small business
- Small disadvantaged business
- Historically Underutilized Business (HUB) Zone Business

If minority-owned, please check:

- Black/African American
- Native American/Alaskan Native
- Latino/Hispanic
- Asian
- Native Hawaiian/Pacific Islander
- Other:

If your business is at least 51% owned, controlled, and actively managed by any of the following, please check the associated box:

- Disabled person(s)
- Service-disabled veteran(s)
- LGBTQ+
- Black, indigenous, or people of color
- Veteran(s)
- Woman/women
- Other:

Please check certifying entities if applicable.

- Women’s Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Federal government
- State government
- Local government
- Other: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_

Does the named business have a publicly available diversity statement?	Yes	No
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Does the named business offer diversity and equity training for its employees?	Yes	No
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## Frequently Asked Questions

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### How do I return this form?

This form has been sent to all bidders both electronically and by hardcopy. You are only asked to respond once by your preferred format.

- return a hardcopy, please use the enclosed addressed envelop and mail to: DEI Data Analyst, City of Ann Arbor, 301 E. Huron Street, Ann Arbor, MI 48104
- email your scanned or photographed forms to [OOE@a2gov.org](mailto:OOE@a2gov.org)
- electronic PDF form sent to you can be submitted using the submit function found on the form

### Will this weigh into the contract award process?

No. This information will not be available to the proposal review committees or procurement. This information will be reported by the Office of Organizational Equity and reported to City Council annually.

### How will you use this information?

The information on page two will allow the City of Ann Arbor to measure the diversity of the pool of Ann Arbor contract bidders. In addition, your answers will help us support state-wide and local initiatives that equalize opportunities among small business from underrepresented and under-served groups.

### How do I know if my business is a “Small Business?”

The U.S. Small Business Association (SBA) provides specific [qualifications and registration forms](#). The definition of “small” varies by industry. For more information about size standards, contact the size standards specialist at your nearest [SBA Government Contracting Area Office](#). You also can contact the Office of Size Standards by email at [sizestandards@sba.gov](mailto:sizestandards@sba.gov) or by phone at 202-205-6618.

### What is a “Small Disadvantaged Business?”

According to the SBA, Small Disadvantaged Businesses must meet the requirements for a Small Business and also be 51% owned and controlled by one or more disadvantaged persons, which is a designation for those who are socially and economically disadvantaged. For more information and to register, visit the [SBA website](#).

### What is a “(HUB) Zone Business?”

The SBA defines HUB Zones as areas that have high unemployment, low median household incomes, or both. The SBA maintains [maps of HUB Zones](#). In addition to meeting the SBA Small Business Requirements, the principal offices of HUB Zone Businesses must be located in HUB Zones and 35% of a HUB Zone Business’ employees must reside in a HUB Zone. To apply for certification, visit the [SBA website](#).

### What is the “Other” option for the ownership status and minority group questions?

Diversity and inclusion is constantly evolving, as is the language around it. The list on this form is by no means comprehensive. If you believe that you and your business are not represented by any of the categories listed in this form, we would like you to let us know.

### Why does Ann Arbor value diversity and inclusion?

Ann Arbor believes that diversity and inclusion are essential for the strength and growth of our community. Municipalities like Ann Arbor can benefit considerably from increased access to diverse vendors, who often bring fresh ideas, new approaches, demonstrate greater cultural competence, and may tap new talent within the community. Breaking down barriers in government procurement processes reduces the administrative burden on all businesses submitting bids and encourages more bidders. Without proper data, research and analysis we cannot understand whether systemic and structural barriers exist within our municipal contracting and procurement practices.