



Vendor Demographic Form Frequently Asked Questions

How do I return this form?

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

- return a printed hardcopy, by mail to: DEI Data Analyst, City of Ann Arbor, 301 E. Huron Street, Ann Arbor, MI 48104
- email your scanned, photographed, or electronically completed forms to OOE@a2gov.org
- complete the form online at <https://forms.office.com/g/VmYbpjaDr8>

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 to the Office of Organizational Equity and 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 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.