THE COMMONWEALTH OF MASSACHUSETTS

Executive Office for Administration and Finance

Supplier Diversity Office

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Memorandum

To: **Secretariat and Agency Supplier Diversity Officers, Chief Procurement Officers and Chief Financial Officers**

Cc: **Cabinet Secretaries, Agency Heads, Chiefs of Staff and General Counsels**

From: **Bill McAvoy, Executive Director, Supplier Diversity Office (SDO)**

Date: **November 21, 2024**

RE: **New Supplier Diversity Tools Included in Commonwealth Grants Policy and Standard Contract Form**

To support the Healey-Driscoll Administration's goal of creating more opportunities for diverse and small businesses across our Commonwealth, the Supplier Diversity Office (SDO) is happy to announce the following new tools to aid this effort:

- **Greater Inclusion of Diverse and Small Businesses in Commonwealth Grants:** In coordination with the Office of the Comptroller's November 15, 2024 release of several updates to their State Grants, Federal Sub-Grants and Subsidies Policy, including considerations for diverse and small businesses, the SDO has released the following resources:
  - **Supplier Diversity Language for Grant Applications** - provides general guidance and specific model grant application language and terms that fall under the grant options offered by the Office of the Comptroller in the "Incorporating Supplier Diversity Considerations into Grants" section of their State Grants, Federal Sub-Grants and Subsidies policy.
  - **SDP Plan Form for Grants** – Agencies that include Supplier Diversity Program (SDP) requirements in their grant process should require the submission of this form by grant applicants with their grant application. The purpose of this form is for grant applicants to propose an SDP Commitment and one or more SDP Partner(s) to meet this commitment and to describe additional initiatives for engaging, buying from, and/or collaborating with diverse businesses.
  - **Grant Applicant Supplier Diversity Self-identification Form** - Grant applicants can use this tool to self-identify and to pursue SDO certification as a diverse and/or small business.

  While not required, Executive Departments that issue grants are highly encouraged to incorporate supplier diversity requirements and reporting processes into their grant applications and awards. Post grant award reporting should be done through the SDO's Supplier Diversity Hub.

- **Updated Standard Contract Form:** The Office of the Comptroller, Executive Office for Administration and Finance (A&F) and Operational Services Division (OSD) recently announced updates to the Commonwealth Standard Contract Form. These updates include a new section regarding Supplier Diversity Program (SDP) obligations and commitments. Agencies should use this section to memorialize the commitment made by contractors to include diverse businesses in their Supplier Diversity Plan. A new version of this form, which will be available as a fillable PDF or as a DocuSign PowerForm at macomptroller.org/forms and mass.gov/lists/osd-forms, will be issued in the coming weeks along with instructions for its use.

Any questions about these new initiatives should be directed to Katherine Thomas at Katherine.L.Thomas@mass.gov.