

A man with glasses and a blue hoodie is sitting at a desk, smiling and gesturing with his hand. He is looking at a computer monitor that displays a calendar and a video conference with several participants. The background is a bright, modern office setting.

# Supplier Diversity Office (SDO) Classes for Buyers

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## **Buyer Onboarding - Introduction to SDO Programs Policies**

This class provides an overview of SDO programs and policies, and explains how they relate to state procurement and purchasing. This class covers:

- SDO programs and policies
- Meeting annual benchmarks
- Identifying diverse and small businesses

## **Getting Started with the SDO's Supplier Diversity Hub**

This class provides an overview of the Supplier Diversity Hub, the SDO's online portal. Participants will learn how to:

- View your organization's benchmarks and spending dashboard
- Download direct spending reports
- Manage departmental contracts with SDP component

## **Using Existing Contracts to Achieve Supplier Diversity Benchmarks**

This training offers a more in-depth look into SDO policies and how purchasing decisions impact Supplier Diversity Program (SDP) benchmarks. This training covers:

- Departmental supplier diversity spending benchmarks
- The relationship between SDO policy, Requests for Quotes (RFQs), and statewide and departmental contracts
- Tools available to assist with finding diverse and small business vendors

## **Supplier Diversity Program (SDP) Evaluation Guidelines for Goods and Services Contracts**

The SDP plan form represents 25% of the total available evaluation points for large procurements. This class goes over the form in detail, and what to look for when evaluating. Participants will learn:

- The basics of the SDP Form
- How to evaluate each section of the form
- How to use different scoring methods

## **SDO Guidelines for Goods and Services Grants**

Executive agencies that issue grants are encouraged to incorporate supplier diversity requirements into their grant applications to help reach their SDO benchmarks. This class covers:

- Guidance to adding SDP language to grants
- Supplier Diversity Program options
- The supplier diversity form for grants