

## **Appendix D: Supplier and Workforce Diversity Inclusion Plan and Reporting Requirements**

It is the policy of Marquette University to ensure that minority and women owned businesses (MWBE) are given equal access and opportunity to provide high quality goods and services to any and all aspects of our organization. Marquette University is committed to being a leader in the development of mutually beneficial relationships with diverse suppliers and to being a leader within its' industry and community within the area of supplier diversity. The diversity inclusion plan is referenced in the university purchasing policy and is an important amendment to ensure consistency in application, reporting and action.

This plan summary provides information to contractors and suppliers regarding the inclusion requirements for Minority and Women Business Enterprises ("MWBE"), the use of minority and women workers ("MWW"), Apprentice, Neighborhood Residents and Interns during the construction, maintenance, and operations of Marquette University Project(s), hereafter referred to as "construction". This plan summary has been prepared as a guide and is designed to assist all contractors and major suppliers in understanding the inclusion and reporting requirements. It also contains important provisions, requirements, and recommendations relative to the utilization of diverse suppliers and workers. Although the language and requirements are targeted at construction and related services, the **theme of the policy extends to all purchases on campus**. The complete [Workforce Diversity Inclusion Plan](#) is available on the Supplier Web site and the participation requirements are:

1. Include at least one certified and qualified ethnically diverse or women owned supplier be included in all subcontract bid opportunities. Special attention should be given to targeting local suppliers, based on a "bullseye" approach, with preference to suppliers located in proximity to the Marquette campus, city of Milwaukee and Southeastern Wisconsin; and to right-size business opportunities to better match the capabilities of local firms.
2. Minority and/or Women Business Enterprises will receive contracts that total a minimum of 15% of the professional services and construction costs.
3. Minority and Women workers will perform a minimum of 15% of the total hours worked on the project.
4. Apprentice and On-The-Job Trainees will be employed by each contractor and subcontractor in accordance with the maximum ratio of apprentices to journeymen established for this project. (This requirement is not intended to over employ resources and exceptions to the ratio are allowed when only one person is required for the work). See Exhibit 1.
5. Each contractor will make a good faith effort to hire at least one individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.
6. Each contractor is encouraged to engage at least one Marquette University student as an intern

### **Activity and Reporting Requirements**

The following forms are to be used in the planning and reporting upon award. NOTE: Reporting documents should be submitted to Facilities Planning & Management at [fpm-VendorRelations@marquette.edu](mailto:fpm-VendorRelations@marquette.edu) by the 1<sup>st</sup> of the month following the previous quarter; Report due April 30 for Jan-March; July 30 for April-June; October 31 for July-September; January 31 for October-December; and at project completion.

- All contractors are required to maintain and provide documentation of diversity supplier certification for one year after completion of the project.
- All contractors are required to maintain and provide documentation of labor participation and necessary documentation of employee addresses, etc. for one year after completion of the project

**Marquette University  
Construction Trades Ratio**

Trades	Journeyman	Apprentice	Sub-Journeyman	Union Local
Boil makers	5	1		107
Bricklayer	5	1		8
Cabinet Maker	4	1		Council of
Carpenter	4	1		Council of
Ceiling (Interior system	4	1		Council of
Cement Mason	6	1		599
Drywall Taper	3	1		AFL-CIO 7
Electrical Workers	1 - 3	2		IBOEW
	4 - 6	3		
	7 - 9	4		
Elevator Constructors	N/A	N/A		15
Finisher	3	1		AFL-CIO 7
Floor Coverer	4	1		Council of
General Laborer	4	1		113
Glaziers	3	1		1204
Heat / Frost Insulators	3	1		19
Heavy Highway	3	1		113
Ironworkers (Structural)	3	1		8
Ironworkers (Ornamental)	1	1		8
Laborers (Building)	3	1		113
Lather	4	1		Council of
Millwrights	4	1		Council of
Operating Engineers/ Heavy Equipment Operators	5	1		139
	6	2		
	11	3		
Painters & Decorators	3	1		AFL-CIO 7
Piledrivers	4	1		Council of
Plasterer	5	1		599
Plumbers	1	1		75
	2	1		
	3	2		
	4	3		
	5 - 6	4		
	7 - 9	5		
10	6			
Refrigeration	1	1		601
Roofers	2	1		65
Sewer, Tunnel & Water	3	1		113
Sheet Metal Workers	3	0	1	18
	4	2	3	
	6	3	5	
Sprinkler Fitters	1	1		183
	2	1		
	3	2		
Steamfitters	1	1		601
Terrazzo (Installers &	3	1		5
Tile layer	3	1		5
Wall Insulation	4	1		Council of
Water proofers	2	1		65

**Marquette University  
Minority and Woman Business Enterprise and Workforce  
Inclusion Plan Acknowledgement**

Minority and Woman Business Enterprise (MWBE) inclusion on this project is: \_\_\_\_\_%.

Workforce Inclusion: \_\_\_\_\_% of the total hours worked by Minority and Women Workers.

Hire Neighborhood Resident: \_\_\_\_\_ Yes \_\_\_\_\_ No      Hire Marquette Student Intern: \_\_\_\_\_ Yes \_\_\_\_\_ No

The undersigned hereby states that he/she has not discriminated in any manner based on race, sex, or national origin in any manner in the preparation of the attached bid or selection of subcontractors or material suppliers for such bid.

The undersigned acknowledges, understands, and agrees that submission of bid shall commit the bidder to comply with the MWBE Inclusion Plan to achieve the stated percentage requirements for MWBE inclusion on this contract, including submission of the information required by the proposed schedule of subcontractors and/or suppliers.

The undersigned acknowledges, understands, and agrees that submission of a bid shall commit the bidder to comply with the Minority and Women Workforce Inclusion Plan on this contract, including submission of summary information and the details, if requested, to verify the number and percentage of minority and women worker hours.

The undersigned acknowledges, understands, and agrees to employ apprentices and on-the-job trainees in accordance with the maximum ratio of apprentices to journeymen established for this project, including submission of the information required to verify compliance with this provision.

The undersigned acknowledges, understands, and agrees to make a good faith effort to employ at least one individual that lives in the Milwaukee County's zip codes identified as high poverty and/or 80-100% distressed. These zip codes are 53204, 53205, 53206, 53208, 53209, 53210, 53212, 53215, 53216, 53218, 53224, 53223, 53225, 53233.

The undersigned is encouraged to engage at least one Marquette University student as an intern.

The undersigned acknowledges, understands, and agrees that they have received and read Diversity Supplier and Workforce Development Inclusion Plan. The undersigned also states that all the above information is true and correct to the best of his/her knowledge.

Scope of Work: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**MARQUETTE UNIVERSITY  
PROPOSED SUBCONTRACTOR INCLUSION PLAN**

**Form B**

**Project Name:** \_\_\_\_\_

Contractor: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Total Contract Value \$ \_\_\_\_\_

List all subcontractors and suppliers.

Subcontractor or Supplier	Address	MBE or WBE Certified	Type of Work	Contract Value	% of Total Contract Value

If awarded this contract, our firm \_\_\_\_\_ intends to enter into a subcontract agreement with the firm (s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification; fraudulent statement or misrepresentation will result in appropriate actions by Marquette University.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED MINORITY AND WOMEN WORKER INCLUSION PLAN**

Complete this form by indicating the category by which labor hours will be distributed. Each labor category is mutually exclusive. Do not double count hours and use the following hierarchy for reporting: Ethnic Minorities, Women, Targeted Neighborhood

**Contractor:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Report for (insert dates):** \_\_\_\_\_

**Submitted By and Date:** \_\_\_\_\_

	<b>Total Proposed Project Hours</b>	<b>Ethnic Minority</b>	<b>Women</b>	<b>*Targeted Neighborhood</b>	<b>Non-Diversity</b>	<b>Targeted Workforce as a % of Total Hrs Worked</b>
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Total						
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Total						
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Total						
Laborers		( %)	( %)	( %)	( %)	
Grand Total		( %)	( %)	( %)	( %)	

\*Included zip codes: 53201, 53202, 53204, 53205, 53206, 53208, 53210, 53212, 53216, 53218, 53223, 53224, 53225, 53233

**MARQUETTE UNIVERSITY  
SUBCONTRACTOR (TIER 2) SUMMARY PAYMENT  
MONTHLY UTILIZATION REPORT**

PROJECT NAME: \_\_\_\_\_

REPORT FOR MONTH OF: \_\_\_\_\_

PRIME CONTRACTOR/CONSULTANT: \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACT START DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

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

PRIME'S TOTAL CONTRACT VALUE (including Change Orders): \$ \_\_\_\_\_ PRIME'S TOTAL PAYMENTS TO DATE: \$ \_\_\_\_\_

List ALL Firms utilized in connection with the above Project, either as a Subconsultant, Subcontractor or Supplier in the last month.

Firm Name	Subcontractor Targeted		Contact Person	Phone Number	Work/Services Provided (Materials Supplied)	Contract Amount	Amount of Payments for Current Month	Total Payments to Date
	MBE	WBE						
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
						\$	\$	\$
<b>TOTALS</b>						\$	\$	\$

Report Prepared by: \_\_\_\_\_

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

Name

Title

Please submit by the 5th of the month via fax or email.

**WORKFORCE PAYMENT APPLICATION**

Complete this form by indicating the category by which labor hours were distributed and submit with each payment request for labor.

Each labor category is mutually exclusive.

Payroll system generated reports with similar information is acceptable.

**Contractor:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Report for (insert dates):** \_\_\_\_\_

**Submitted By and Date:** \_\_\_\_\_

	<b>Total Paid Hours</b>	<b>Ethnic Minority</b>	<b>Women</b>	<b>*Targeted Neighborhood</b>	<b>Non-Diversity</b>	<b>Targeted Workforce Paid as a % of Total Hrs Worked</b>
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Section Total						
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Section Total						
Skilled Trades (Specify)		( %)	( %)	( %)	( %)	
Journey Person		( %)	( %)	( %)	( %)	
Apprentices		( %)	( %)	( %)	( %)	
On-the-job trainers		( %)	( %)	( %)	( %)	
Section Total						
Laborers		( %)	( %)	( %)	( %)	
Totals		( %)	( %)	( %)	( %)	

\*Included zip codes: 53201, 53202, 53204, 53205, 53206, 53208, 53210, 53212, 53216, 53218, 53223, 53224, 53225, 53233

Please submit by the 5<sup>th</sup> of each month via fax or email