



VENDOR SELECTION GUIDELINES

The Kenneth Rainin Foundation is working to embed equity in how we interact with each other and our partners. These guidelines amplify our commitment to diversity, equity, and inclusion by outlining Foundation best practices for identifying and engaging mission-aligned vendors. With these guidelines, the Foundation actively encourages the engagement of diverse vendors and consultants who provide goods and other contracted services based on the following qualifications and selection preferences.

We know that multiple factors are always present in the vendor selection process and for each department these factors can weigh differently depending on the work being procured. To align our vendor selection process with our values, each department should include criteria below in selecting vendors. These criteria are not meant to be exclusive and you may develop other criteria relevant to specific situations.

VENDOR QUALIFICATIONS

Vendor, supplier, and contractor selection will be based on industry best practices, our fiduciary responsibility of stewardship and accountability, and our commitment to equity, diversity, and inclusion. In selecting a vendor, supplier, or contractor, all the following criteria should be taken into consideration:

- Demonstrated experience and capacity to meet service or product needs in a timely, professional manner
- Knowledge and expertise
- Demonstrates commitment to diversity, equity, and inclusion
- Alignment with our mission and values
- Competitive pricing and terms of service
- Reputation
- Previous or existing relationship with the Foundation
- Record of strong past performance
- Positive outcome from background check (may be relevant in hiring and retaining particular vendors/services)

VENDOR SELECTION

Vendors should be selected based on their expertise and ability to provide the services required. And the Foundation encourages staff to seek proposals from diverse vendors to promote equity, provide equal opportunity to all vendors, and to stay in line with our DEI values. The Foundation will make efforts whenever feasible to identify preferred vendors aligned with our priority communities.

- Ethnically diverse-owned and staffed (to include Black or African American, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, Latinx / Hispanic and Other)
- Women-owned
- LGBTQ+-owned
- Locally-based businesses (within the communities we serve in the Bay Area and in our Boston location)
- Disabled-owned

- Veteran-owned
- Small (generally fewer than 20 employees).
- Socially responsible (has environmentally friendly/green/sustainable practices or living wage policies or actively providing jobs/training to women, people of color, disabled and/or LGBTQ+ people)
- DEI committed (vendor has DEI policies and practices in place that are in line with Rainin)

SUGGESTED STEPS FOR STAFF CONTRACTING VENDORS

- Review the potential vendor website to see if their organizational values and other inclusive policies are posted and are aligned with the Foundation
- Ask for the vendor DEI statement and request information on how they are actively embodying their values (for your reference, there are examples of organizations with clear DEI statements below)
- If you are procuring the vendor through a contract, follow the Rainin contracting process

HELPFUL RESOURCES TO FIND/PROCURE DIVERSE VENDORS

- [Sba8a.com](https://www.sba8a.com/) - This is a comprehensive source for current information on federally certified minority and woman-owned businesses.
- [NMSDC](https://www.nmsdc.org/) - The National Minority Supplier Development Council provides minority business listings that are at least 51% minority-owned, managed and controlled.
- [WBENC](https://www.wbenc.org/) - The Women's Business Enterprise National Council provides a list of corporations and government entities dedicated to supplier diversity and the advancement of women-owned businesses.
- [NGLCC](https://www.nglcc.org/) - The National LGBT Chamber of Commerce provides a list of certified LGBT Business Enterprise® companies.

EXAMPLES OF ASSOCIATIONS/ORGANIZATIONS WITH CLEAR DEI STATEMENTS ON THEIR WEBSITES

- [Ben & Jerry's](https://www.benjerry.com/)
- [Target](https://www.target.com/)
- [American Red Cross](https://www.redcross.org/)
- [CVS](https://www.cvs.com/)
- [REI](https://www.rei.com/)

VENDOR GUIDELINES REVIEW PROCESS

- The Director of Administration will serve as the administrator of these guidelines
- The vendor guidelines will be reviewed and reassessed annually
- At this time, the Foundation will not collect data on vendors but will continue to revise and review the guidelines and best practices to see what data collection is feasible and has a demonstrated need
- Questions can be directed to the Director of Administration