

# SUPPLIER DIVERSITY PROGRAM



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**HANDBOOK**  
2018

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04

INTRODUCTION

# SUPPLIER DIVERSITY

# INTRODUCTION

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## **UNIVISION COMMUNICATIONS INC. (UCI)**

is committed to a comprehensive supplier diversity program that ensures inclusion of diverse suppliers in our Competitive Bidding and Procure to Payment processes. Through this initiative, we can further leverage our company's purchasing power to deliver quality goods and services to our business stakeholders at the most cost-effective prices, as well as deliver value to our shareholders.

The purchase of goods and services that support our company's operations (e.g. marketing, operations, logistics, etc.) is another way of supporting the economic development of the diverse communities we serve. Our mission is to make sure that the diversity of our suppliers drives innovation and reflects the broad diversity of the people and the markets that we serve. This mission is at the core of every decision we make while fulfilling our business needs.

***Please note that supplier registration in the database does not automatically guarantee that a supplier will be awarded business with UCI.***

# WHAT IS A DIVERSE SUPPLIER?

UCI HAS ENGAGED CVM SOLUTIONS TO HELP IDENTIFY ITS DIVERSE SUPPLIERS. CVM SOLUTIONS DEFINES DIVERSE SUPPLIERS PER THE GUIDELINES BELOW:

## CVM - DIVERSITY CATEGORIES

(ALL DEFINITIONS COMPLIANT WITH THE PRIMARY AGENCY GOVERNING THE PROGRAM)

### MINORITY BUSINESS ENTERPRISE (MBE)

A business that is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, managed, and controlled by minority group members. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals.

### WOMAN BUSINESS ENTERPRISE (WBE)

A business that is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, managed, and controlled by one or more women who are United States citizens. Ownership means the business is at least 51% owned by one or more women or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more women.

## **SBA 8(A)**

A small business participating in the SBA 8(A) Business Development Program. The business must be at least 51% owned and controlled by socially and economically disadvantaged individuals who are U.S. citizens. SBA 8(A) certified businesses automatically count as Small Disadvantaged Businesses.

## **SMALL DISADVANTAGED BUSINESS (SDB)**

A small business that is at least 51% owned and controlled by socially and economically disadvantaged individuals who are U.S. citizens. (Effective 2008, the SBA ceased its SDB certification program and now allows a business to self-represent its SDB status in good faith.)

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

A small business certified by the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) program. Qualifications are similar to that for an SBA 8(A) business (see above).

## **WOMAN-OWNED SMALL BUSINESS (WOSB)**

A business that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women must be U.S. citizens. The firm must be "small" in its primary industry in accordance with SBA's size standards for that industry.

## **ECONOMICALLY DISADVANTAGED WOMAN-OWNED SMALL BUSINESS (ED-WOSB)**

A business that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women must be U.S. citizens. The firm must be "small" in its primary industry in accordance with SBA's size standards for that industry. In order for a WOSB to be deemed "economically disadvantaged," its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final SBA rule.

## **HUB ZONE (HUBZONE)**

A small business certified by the SBA as having its principle office in a certified historically under-utilized business zone, and at least 51% owned and controlled by U.S. citizens, or a Community Development Corporation, or an agricultural cooperative or an Indian tribe. Additionally, at least 35% of the business's employees must reside in a HUBZone.

**VETERAN OWNED BUSINESS (VBE)**

A business that is at least 51 percent owned by one or more veterans, who control and operate the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business. The term “veteran” means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

**SERVICE DISABLED VETERAN (DVBE)**

A business that is at least 51 percent owned by a veteran (see VBE) with a disability that is service connected. The term “service connected” means that such disability was incurred or aggravated in the line of duty in the active military, naval or air service.

**HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU)**

Institutions of higher education in the United States that were established before 1964 with the intention of serving the African American community.

**GAY, LESBIAN, BISEXUAL, TRANSGENDER (GLBT)**

A business that is at least 51 percent owned, operated, managed, and controlled by one or more individuals who are gay, lesbian, bisexual, or transgender, and who are either U.S citizens or lawful permanent residents.

**ALASKAN NATIVE**

Federally Recognized Native American Entity - Alaskan Native Corporation Owned Firm.

**DISABLED**

A disabled-owned business is a business that is at least 51 percent owned, controlled and operated by an individual or individuals who are disabled.

## ABILITYONE PROGRAM

The AbilityOne Program, formerly known as JWOD, is administered by the Committee for Purchase from People Who Are Blind or Severely Disabled through two Central Nonprofit Agencies, the National Industries for the Blind, and NISH (serving people with a range of disabilities). NIB and NISH work with over 600 nonprofit agencies.

## SMALL BUSINESS ENTERPRISE (SBE)

A business concern eligible for assistance from SBA as a small business is one that is organized for profit, with a place of business located in the United States. It must operate primarily within the United States or make a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Together with its affiliates, it must meet the numerical size standards as defined in the Small Business Size Regulations. The business must also qualify as small as defined by SBA size standards for the company's primary NAICS.

# ETHNICITIES

### ■ AFRICAN AMERICAN/BLACK:

A U.S. citizen having origins in any of the Black racial groups of Africa.

### ■ HISPANIC AMERICAN:

A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only.

### ■ NATIVE AMERICAN:

American Indians, Eskimos, Aleuts, and Native Hawaiians.

### ■ ASIAN PACIFIC AMERICAN:

U.S. citizens whose origins are from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, Kampuchea, Vietnam, Korea, the Philippines, Samoa, Guam, Macao, Hong Kong, Fiji, Tonga, Kiributi, Tuvalu, Nauru, U.S. Trust Territories of the Pacific, Northern Marianas, Republic of Palau & Marshall Islands.

### ■ ASIAN SUBCONTINENT AMERICAN/ASIAN-INDIAN:

U.S. citizens whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands or Nepal.

### ■ ASIAN AMERICAN:

U.S. citizens whose origins are from Asian decent but are not certain which sub-category. This is a general classification.



# WHAT IS A DIVERSE CLASSIFIED SUPPLIER?

A supplier must be at least 51% owned, operated and controlled by the diversity designation that they are attesting to be. In essence, a business is deemed as “certifiable” but has not pursued a 3rd party certification.

All suppliers that meet the diverse supplier guidelines and are interested in becoming a Univision diverse supplier must self-register their company by completing an application at: <https://ascend.cvmsolutions.com/Register/Index?client=CVMSolutions>

Application must be completed yearly.

# WHAT IS A DIVERSE CERTIFIED SUPPLIER?

A supplier must be at least 51% owned, operated and controlled by the diversity designation that they are attesting to be and pursued a 3rd party certification.

For more information on 3rd party certifications and fees you may visit your designated council at:

- A. For minority-owned businesses, visit [www.nmsdc.org](http://www.nmsdc.org)
- B. For women-owned businesses, visit [www.wbenc.org](http://www.wbenc.org)
- C. For small businesses, small disadvantaged businesses, visit [www.sba.gov/certifications](http://www.sba.gov/certifications)
- D. For DVBE Veteran Enterprise business, visit [www.vetbiz.gov](http://www.vetbiz.gov)
- E. For National Gay & Lesbian Chamber of commerce, visit [www.nglcc.org](http://www.nglcc.org)

\*Certification fees vary by council and can be found on their individual websites.

# HOW LONG DOES CERTIFICATION TAKE?

To be approved by certifying agencies certification can take several months. NMSDC and WBENC will do an audit of the supplier's location, business and financial data before certifying that a supplier is a US privately held company, that is 51% owned and operated by a woman, minority etc.

## TO QUALIFY AS A UNIVISION DIVERSE SUPPLIER, YOU MUST MEET ONE OF THE BELOW REQUIREMENTS:

- SUPPLIER MUST BE DIVERSE-CLASSIFIED AND REGISTERED THROUGH CVM SOLUTIONS.
- SUPPLIER MUST HAVE A NON-EXPIRED CERTIFICATION FROM A 3RD PARTY CERTIFYING DIVERSITY COUNCIL.

# WHAT IS CVM SOLUTIONS?

CVM Solutions is the 3rd party supplier that UCI has engaged to help identify its diverse suppliers and verify applications.

## SUPPLIER AFFIDAVIT

Affidavit may be completed online at:

<https://ascend.cvmsolutions.com/Register/Index?client=CVMSolutions>

Or you may complete the copy found on page 11 and email the completed application to [SupplierDiversity@cvmsolutions.com](mailto:SupplierDiversity@cvmsolutions.com) or by fax to 630-206-0118

# UNIVISION COMMUNICATIONS INC. - SUPPLIER AFFIDAVIT

<b>COMPANY INFORMATION</b>			
Legal Company Name			Federal Tax ID
DBA/AKA Name			NAICS code(s)
Physical Address			D&B Number
City	State	Zip code	Phone Number
Remit To Address			Fax Number
City	State	Zip code	Web Site
Owner's Name			Annual Revenue
Owner's Email Address			Number of Employees
<b>BUSINESS CLASSIFICATION (Select all that apply)</b>			
<input type="checkbox"/> Minority Business Enterprise (MBE)		<input type="checkbox"/> Veteran Owned Business (VBE)	
<input type="checkbox"/> Women Business Enterprise (WBE)		<input type="checkbox"/> Service Disabled Veteran Owned Business (DVBE)	
<input type="checkbox"/> Small Disadvantaged Business (SDB)		<input type="checkbox"/> Historically Underutilized Business Zone (HUB Zone)	
<input type="checkbox"/> Women-Owned Small Business (WOSB)		<input type="checkbox"/> GLBT Business Enterprise	
<input type="checkbox"/> Economically Disadvantaged Women Owned Small Business (EDWOSB)		<input type="checkbox"/> Alaskan Native Owned Business (ANC)	
<input type="checkbox"/> 8(a) Certified Business		<input type="checkbox"/> Ability One Agency	
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)		<input type="checkbox"/> Disabled Owned Business Enterprise (DOBE)	
<b>OWNER ETHNICITY (Select ONE: Ethnicity of the owner/controller with 51% or more ownership)</b>			
<input type="checkbox"/> African American (Black)		<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Asian Pacific		<input type="checkbox"/> Hispanic	
<input type="checkbox"/> Asian Subcontinent (Asian Indian)		<input type="checkbox"/> Native American	
<b>OWNER GENDER (Select ONE: Gender of the owner/controller with 51% or more ownership)</b>			
<input type="checkbox"/> Male		<input type="checkbox"/> Female	
<b>BUSINESS SIZE</b>		Business size is determined by NAICS code and number of employees or annual sales.	
<input type="checkbox"/> Small <input type="checkbox"/> Large		To determine if your company is a Small Business, please visit the SBA's online Size Standards tool: <a href="http://www.sba.gov/tools/size-standards-tool">http://www.sba.gov/tools/size-standards-tool</a>	

<b>CERTIFICATIONS</b> <i>(please list any certifications below and return a copy of the certificate with this form)</i>		
<b>Certifying Agency</b>	<b>Certification Expiration Date</b>	<b>Certificate #</b>
<input type="checkbox"/> NMSDC		
<input type="checkbox"/> WBENC		
<input type="checkbox"/> SBA		
<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Other: _____		
<p><b>The undersigned declares the above statements are true and correct. NOTICE:</b> Under 15 U.S.C. 645(d), any person who misrepresents a firm's size or disadvantaged status to obtain a federal contract or subcontract shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.</p>		
Prepared By:		Title:
Signature:		Date:

**FOR QUESTIONS ON UNIVISION  
SUPPLIER DIVERSITY,  
PLEASE CONTACT US AT:**

**[SUPPLIERDIVERSITY@UNIVISION.NET](mailto:SUPPLIERDIVERSITY@UNIVISION.NET)**