



Supplier Inclusion Frequently Asked Questions (FAQ)

Q: What is a diverse supplier?

A: A diverse supplier is defined as a U.S. citizen owned small, minority, veteran, or woman-owned business.

Q: Does The Resource Group guarantee business to diverse suppliers?

A: No. The Resource Group does not guarantee business to any supplier. The Resource Group is committed to provide an opportunity for diverse suppliers to compete and sell value-added products and services to The Resource Group.

Q: Does my business qualify as a diverse supplier?

A: We welcome all competitive suppliers to support The Resource Group. To be considered as a diverse supplier, your company must be at least 51 percent owned, operated, and controlled by U.S. citizens and fall within the definition of a diverse-owned supplier as listed by the [U.S. Small Business Administration \(SBA\)](#).

Q: How does a diverse supplier learn about upcoming opportunities to work with The Resource Group?

A: We encourage all diverse suppliers who want to work with us to register through our Prospective Supplier Form. Upon registering, we will keep your information for reference when contracting opportunities become available. At that time we may contact you for a copy of your current certification documentation, along with company brochures or other information that briefly describe your core competencies.

Q: What are the next steps after I register through The Resource Group Prospective Supplier Form?

A: Once you have completed the registration on The Resource Group Prospective Supplier Form, you will receive an email confirmation acknowledging that your information has been added to the system. Members of the Strategic Sourcing Solution will have access to this system to search for prospective suppliers as opportunities become available. Supplier profiles should include your company's capabilities. Please note, completing the registration does not guarantee business with The Resource Group.



Q: I have registered through The Resource Group Prospective Supplier Form, but I have not heard back from The Resource Group regarding opportunities. What should I do next?

A: You should receive an email from us confirming a successful registration through The Resource Group Prospective Supplier Form. However, registering will not guarantee business and/or contract with The Resource Group. We will keep your information in the database in order to contact you when opportunities become available in your category.

Q: What are my chances of being selected as a supplier?

A: We are committed to incorporating diverse businesses in our contracting process across our organization. Your chance of being selected as a supplier depends on your company's offerings and how it aligns with our business needs.

Diverse Supplier Certification

Q: Does The Resource Group accept self-certified businesses?

A: Yes. For the purpose of supplier diversity self-certification, The Resource Group recognizes the categories of diverse-owned businesses as defined by the [U.S. Small Business Administration \(SBA\)](#).

Q: How do I get certified as a diverse supplier?

A: Certification is a process managed by a third party to determine that a business is diverse. The Resource Group does not require suppliers to register with any specific organization. You can contact any of the following national certifying agencies, their regional affiliates or the appropriate state or local government entities for certification:

- [National Minority Supplier Development Council \(NMSDC\)](#)
- [Women's Business Enterprise National Council \(WBENC\)](#)
- [U.S. Small Business Administration \(SBA\)](#)
- [Center for Veterans Enterprise](#)

Q: I have a variety of certifications from different federal, state and city municipalities. Does The Resource Group accept these certifications?

A: The Resource Group does not require diverse suppliers to register with any specific organization. We welcome diverse suppliers who are interested in doing business with The Resource Group.

Q: Has your status as a diverse supplier changed? What if my status as a diverse supplier has changed?

A: If your status has changed, you should notify us as soon as possible at SupplierInclusion@TheResourceGroup.com. The change will not affect our supplier relationship, but it does impact our ability to keep information on diverse suppliers up to date.

Q: What if I have additional questions about Supplier Diversity or the Prospective Supplier Form?

A: Please email SupplierInclusion@TheResourceGroup.com.

Tier 2 Program

Q: What is a Tier 2 Program?

A: A program through which The Resource Group works with its prime suppliers to establish diverse spend goals and strategies when working with The Resource Group.

Q: Does The Resource Group recommend prime suppliers use certain diverse suppliers?

A: The Resource Group only refers diverse suppliers to prime suppliers for their consideration. The Resource Group does not influence or provide recommendations to prime suppliers on any specific suppliers.

Q: How does The Resource Group ensure that prime suppliers do business with diverse suppliers?

A: In every step of the procurement process, from Request for Information (RFI) to Request for Proposal (RFP), The Resource Group supplier diversity standards and requirements are included. Working with diverse suppliers is a part of the contract agreement between The Resource Group and prime suppliers.

Q: How do prime suppliers report on their diverse spend?

A: Tier 2 diverse spend is reported quarterly by the supplier by sending a completed copy of The Resource Group Tier 2 Reporting template to SupplierInclusion@TheResourceGroup.com. For more information, review the Tier 2 Reporting Guide.