



Mission

Our goal is to promote the progression and development of corporate supplier diversity professionals with corporate leaders facilitating conversations, sharing best practices and knowledge, and collaborating new ideas; ultimately chartering the course to minority business success.

Program Details

- Support emerging supplier diversity professionals
- Program runs 12 months with a total of nine meetings
- Share knowledge, experience and skills
- Topics include the MMSDC Best Practices

Mentee Requirement:

1. Active MMSDC Corporate Member
2. Responsible for a corporate supplier diversity initiative
3. Willing to complete initial and final supplier diversity assessment
4. Commitment to attend all InFuse meetings
5. Be prepared and engaged during mentor meetings (complete assignments, readings, etc.)
6. Complete meeting assessments promptly

Mentor Requirements:

1. Active MMSDC Corporate Member
2. Participates in MMSDC events / meetings
3. Minimum three years' supplier diversity and/or procurement experience



How to apply

If you meet requirements, visit www.minoritysupplier.org/ to apply.



What Mentors Do

Corporate members will:

Facilitate the InFuse curriculum, which aligns to MMSDC best practice and values.

Schedule NINE meetings during a 12-month period, organized in any of the following connection types listed below.

Connection Type:

- One-to-one
- One mentor-to-two mentees.
- Small group with other (mentor(s))

In-person meetings are preferred, conference calls or webinars are acceptable.

Recommend one-hour sessions.

Provide examples / resources with mentee.

Ensure meeting assessments are submitted.

Share feedback and/or issues to MMSDC InFuse Committee.

Resources:

[MMSDC](#)

[InFuse Materials & Resources](#)





Launch Meeting

HELPFUL HINTS

- ✍ Mentoring meetings can be conducted one-on-one or in small groups.
- ✍ Consider small group sessions with 1-2 mentor/mentee
- ✍ Utilize MMSDC resources
- ✍ Extend meetings to include CPOs, buyers, or other business partners
- ✍ Share a brief current state of corporate supplier diversity initiative presentation (mentor & mentee)

Assessment Score:

Notes:

Action Items:

Overview

1. Introductions
 - Bio / background (mentor/mentee)
2. Review InFuse goals and expectations (mentor)
 - Attendance, participation and engagement
 - Advance corporate supplier diversity initiatives and promote MBE growth
 - Complete surveys as requested
3. Schedule all meetings within a 12-month period (mentor/mentee)

Agenda

1. Complete MMSDC Supplier Diversity Assessment (mentor/mentee)
2. Overview of 8 NMSDC best practices (mentor)
3. Identify and connect to MMSDC Industry Group (mentor)
4. Share supplier diversity current initiatives (mentee)
 - Brief PPT, share examples, reporting structure, etc.
5. Discuss current challenges/barriers (mentee)
6. Share expectations from InFuse (mentee)
7. Invite to events and/or relevant activities (within corporation or external network) (mentor)
8. Review MMSDC events and programs (mentor)
 - Signature Events: MMPC, Golf Outing, ACE Awards (nomination process / application review)
 - MBE Search at minoritysupplier.org/search-for-mbes Additional fees may apply, review with MMSDC staff
 - Report quarterly MBE Spend / [Unitier](#)

Resources

- [MMSDC](#) website
- [InFuse Materials & Resources](#)
- [Council of Supplier Diversity Professionals](#). If not a member, invite to next meeting by submitting a guest application.
- Billion Dollar Roundtable, Inc., [Supplier Diversity Best Practices book](#)
- [NMSDC How to Guide](#)





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

Best Practice #1

Establish Corporate Policy and Top Corporate Management

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

- _____
- _____
- _____

Implement New Ideas / Processes

- Establish supplier diversity program and connect to a corporate objective/strategy
- Create a Supplier Diversity Policy Statement *search for examples*
- Include supplier diversity in Sustainability Report
- Understand position in the organizational chart
- Focus efforts on resource identification
- Create a dashboard to track key performance indicators
- Link performance to a business process (procurement)
- Align with internal key stakeholders / advocates
- Other _____

Measure Progress

- Vision / mission statement that includes tenants of supplier diversity
- Supplier Diversity Policy signed by senior leaders
- Supplier Diversity inclusion in Sustainability report
- Identify resources for a successful supplier diversity program
 - Supplier diversity located in Purchasing
 - Supplier diversity champions identified
 - Executive council established
- Dashboard tracking performance on a regular cadence
- Performance link to process
- Benchmark against the best (all industries)

Resources

- [InFuse Materials & Resources](#)





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

Best Practice #2

Establish a Corporate Diverse Supplier Development Plan

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

- _____
- _____
- _____

Implement New Ideas / Processes

- Develop company spend goals and by department, commodity, buyer, etc.
- Provide internal training (purchasing team, departments, etc.)
- Reporting cadence across the organization, align with corporate standard reports
- Create steering committee (cross-functional representation)
- Evaluate supplier diversity management tools (third party solutions, supplier registration portal, reporting, etc.)
- Build internal relationships (sales, engineering, communications, etc.)
- Publicize results/stories internally
- Leverage corporate memberships with regional and/or national councils (committees, speakers, etc.)
- Other _____

Measure Progress



- Report to key stakeholders, executive leadership, board
- Recognition with councils and customers
- Established training programs (new employees, annual, etc.)
- Benchmark with other industry leaders
- Strategic relationships with key company individuals (e.g. ethnic/gender resource groups)
- Determine your company's economic impact

Resources

- [InFuse Materials & Resources](#)



HELPFUL HINTS

-  Mentor shares examples
-  Identify top THREE priorities and share ideas based on those needs

Best Practice #3

Establish Comprehensive Internal and External Communications

Assessment Score:

Notes:

Action Items:

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Strengthen relationship with communications team
- Connect supplier diversity communications plan to corporate objective
- Use outreach events/committee work as platform for development of stories
- Share diverse supplier success stories
- Develop marketing material on supplier diversity initiatives
- Develop a resource library for use by stakeholders: Templates, Presentations, Scorecards
- Develop diverse supplier education opportunities. Leveraging MMSDC resources.
- Participate in the NMSDC ACE award nomination process. Nominate MBEs
- Tie supplier diversity goals to employee goals, performance reviews

Measure Progress

- Increased corporate awareness of supplier diversity
- Standard communication distribution in place
- Achieved customer Awards/Industry Recognition (ACE nominations)
- Increased corporate participation at MMSDC events (buyers, leadership)
- Use surveys to measure effectiveness of communication efforts

Resources

- CSDP Supplier Diversity [video](#). Note: video link accessible to CSDP member only.
- [InFuse Materials & Resources](#)





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Best Practice #4

Identify Opportunities for MBEs in Strategic Sourcing, Revenue Enhancement, and Supply-Chain Management

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Incorporate networking with peers and advocacy events for identification of opportunities
- Understand the sourcing process
- Preview purchasing strategies with your teams / Align diversity initiatives to strategic sourcing process
- Develop a list of "ready now" suppliers
- Provide showcase or similar event to highlight diverse suppliers
- Share diverse supplier success stories
- Implement innovative ways to improve communications and connectivity with diverse suppliers
- Implement a formal procurement policy and internal targets for diverse source inclusion in long-term plan and hold teams accountable for meeting them.

Measure Progress

- Ensure diverse suppliers are included in every RFQ opportunity
- Establish scorecards to measure progress to goals
- Develop a dashboard to show progress to all key performance indicators
- Create a survey of customers and suppliers to evaluate effectiveness of your program

Resources

- [InFuse Materials & Resources](#)

Assessment Score:

Notes:

Action Items:





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Best Practice #5

Establish Comprehensive Minority Development Process

Notes:

Assess Your Current State

How are you developing MBEs?
Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Construct a program that includes supplier selection, exit criteria, established meeting cadence, meeting deliverables, and assign internal executive champions for proper pairing
- Identify 3-5 focus points based on typical failure modes, market trends, and current offerings to leverage cost and human resources
- Establish cost benefit/ROI of introducing any "off the shelf"
- Establish an MBE business module
- Train buyers to identify opportunities for joint ventures, strategic alliances
- Work with Risk Management to identify high-risk suppliers

Action Items:

Measure Progress



- Track, report, and follow up to ensure that all meetings are compliant with your structured cadence. Survey participants to ensure that the process is beneficial. Measure other KPI's such as growth in spend, RFQ activity, etc
- Survey suppliers for feedback, secure testimonials to share, communicate "Wins" internally/externally
- Evaluate ROI using cost reduction, New Business Awards, RFQ success/failure rates
- Provide NMSDC/Kellogg or other scholarship to MBEs

Resources

- [InFuse Materials & Resources](#)



HELPFUL HINTS

-  Mentor shares examples
-  Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

Best Practice #6

Establish Tracking, Reporting and Goal-Setting Mechanisms

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Connect with supplier diversity agencies for assistance regularly
- Share Best Practices from other peers on what works for them
- Set supplier diversity goals by department? Commodity? Buyer?
- Set up periodic reviews with leaders/buyers
- Establish reporting process for all levels of the organization
- Share customer reporting results with sales/commercial teams

Measure Progress

- Establish whether it will be monthly, quarterly or annually

Resources

- [InFuse Materials & Resources](#)





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Best Practice #7

Establish A Continuous Improvement Plan

Assessment Score:

Notes:

Action Items:

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

- _____
- _____
- _____

Implement New Ideas/Processes

- Review Supplier Diversity Assessment in 12 months to identify new priorities
- What is the long-term goal?
- What gets measured, gets done
 - o Establish a time frame for what may or may not work
 - o Update improvement plan based on what is not working
- Make plans visible, post them as a reminder
- Create supplier diversity advisory committees
- Conduct annual audits
- Incentivize for new ideas
 - o Rewards: Gift cards, Recognition, Dinners

Measure Progress

- Meet regularly to get or stay on the same page.
- Highlight new accomplishments.

Resources

- [InFuse Materials & Resources](#)





HELPFUL HINTS

- ✍ Mentor shares examples
- ✍ Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

Best Practice #8

Establish A Second Tier Program

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Recommend Tier 1 becomes a member of diverse agencies/organizations (national/regional NMSDC)
- Meet regularly with suppliers and assigned buyer to review progress, barriers, and discuss ideas for advancement
- Ensure that diverse suppliers are included in every sourcing opportunity.
- Meet and assist those that are not members of diverse councils, help identify diverse suppliers in current supply base
- Recognize supplier for year over year improvement

Measure Progress

- Ensure diverse suppliers are included in every sourcing opportunity.
- Give supplier recognition for including diverse suppliers in their opportunities.

Resources

- [InFuse Materials & Resources](#)





HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Emerging Best Practices #9

Understand Public-Sector Supplier Diversity

Assessment Score:

Notes:

Action Items:

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

- _____
- _____
- _____

Implement New Ideas/Processes

- Identify your company's government customers
- Understand your company's reporting expectations to government agencies
- Use government and industry databases to identify diverse suppliers
- Establish performance goals and share with company
- Identify what type of certifications are required

Measure Progress

- Measure progress towards performance goals.
- _____
- _____

Resources

- [InFuse Materials & Resources](#)



HELPFUL HINTS

- ✍️ Mentor shares examples
- ✍️ Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

Emerging Best Practices #10

Integrate Supplier Diversity into Sustainability Initiatives

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Understand corporate sustainability goals and supplier expectations
- Communicate Sustainability Policy to diverse suppliers
- Conduct a supplier sustainability self-assessment
- Provide supplier training and education
- Develop a supplier sustainability plan
- Include supplier diversity in corporate sustainability plan
- Include sustainability in supplier scorecards

Measure Progress

- Measure progress towards performance goals.
- Published Sustainability Report
- _____



Resources

- [InFuse Materials & Resources](#)





HELPFUL HINTS

-  Mentor shares examples
-  Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Emerging Best Practices #11

Engage Historically Black Colleges & Universities (HBCUs)

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Determine if human resources or other departments are engaged with an HBCU. Is there an administrator?
- Identify opportunities to support HBCUs
- Participate in recruiting fairs at HBCUs
- _____

Measure Progress

- _____
- _____
- _____

Resources

- [InFuse Materials & Resources](#)

Notes:

Action Items:





Emerging Best Practices #12

Establish International Supplier Diversity

Assess Your Current State

Identify top 3 priorities from the Supplier Diversity Assessment (red or yellow items):

1. _____
2. _____
3. _____

Implement New Ideas/Processes

- Identify company global locations and align to a nongovernment organization (NGO); such as WEConnect, MSDChina, etc.
- Identify corporation regional contacts/advocacy groups to connect with NGO
- Utilize NGOs for diverse supplier identification and development.
- Collaborate with other corporations with global supplier diversity initiatives.
- Identify purchases by region to implement a plan for global expansion

Measure Progress

- Track global purchases from diverse suppliers
- _____
- _____

Resources

- [InFuse Materials & Resources](#)

HELPFUL HINTS

- Mentor shares examples
- Identify top THREE priorities and share ideas based on those needs

Assessment Score:

Notes:

Action Items:

