



# Supplier Diversity Program Guide

**For Prospective Suppliers**



# Introduction

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## Columbia Property Trust's Supplier Diversity Program

### Our Commitment

Columbia Property Trust (Columbia) is a team of experienced real estate leaders who specialize in creating storied properties for legendary companies in the gateway U.S. markets of New York, San Francisco, Washington, D.C., and Boston. As a leader in developing, owning, and operating high quality office properties, Columbia procures materials, goods and services at both a national level across our portfolio, as well as in each of the markets in which we operate.

At Columbia, we have also committed to being a leader in operating responsibly and caring for the communities in which we operate. We recognize that our presence in these communities can provide an economic stimulus through our purchase of goods and services as part of our operations, supporting job growth and income generation and fostering many positive impacts.

As part of our commitment, we cultivate Diversity, Equity, and Inclusion (DEI) in every aspect of our operations, including the development and growth of a diverse supplier base, which we recognize is an important driver to promote diversity, equity, and inclusion throughout our industry as well as our communities.

We understand that fostering mutually beneficial relationships with suppliers from a diverse range of backgrounds will drive innovation and create a more resilient supplier network for Columbia, making it a crucial aspect of delivering unparalleled service to our tenants and top performance for our investors, partners and other stakeholders. Therefore, we established our Supplier Diversity Initiative in 2020 and have committed to partner with companies that share our commitment to DEI in their business operations and cultivating a diverse base of supplier relationships.

## Program Goals and Expectations

### Supplier Diversity as an Economic Activity Multiplier

Columbia's Supplier Diversity Program was created to enable diverse-owned businesses to have access to, and compete for, procurement opportunities that will meet Columbia's operational needs. These opportunities, in turn, provide resources to diverse suppliers that can enable them to positively influence economic activity in our communities. Through this mutually beneficial engagement, we will work with diverse suppliers to support our own agility and innovativeness in responding to the needs of our tenants and providing value to our investors and partners.

### Program Objectives

Our Supplier Diversity Program was developed to:

1. Ensure the inclusion of diverse suppliers within our strategic sourcing and procurement process.
2. Enable us to develop a pipeline of diverse suppliers with whom we can build long-term, collaborative business relationships.
3. Provide a clear qualification pathway to assist diverse suppliers in achieving supplier registration for consideration as Tier I (direct contractor) and Tier II (sub-contractor) suppliers for our company.
4. Instill the commitment to supplier diversity throughout Columbia's team through training and education.
5. Develop inclusive supply chains that empower diverse-owned businesses to better compete and promote economic growth and opportunity among underrepresented communities.
6. Drive improved efficiencies and further innovation for our company.

# Supplier Diversity Program Overview

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We created this guide to provide suppliers with a clear pathway to how they may secure and conduct business with Columbia. Through the requirements below, we intend to help ensure that suppliers of all backgrounds can prepare their organizations for a successful transition and integration into our existing procurement process.

## Identifying Diverse Suppliers

### Defining “Diverse Supplier”

Columbia defines a diverse supplier as a U.S. privately held company that is at least 51% owned, operated, and controlled by one or more diverse individuals.

Columbia recognizes and tracks the following diverse classifications:

- Racial Minorities (Black, Hispanic, Native American, Native Alaskan, or Asian-Pacific Islander)
- Women
- LGBTQIA+ People
- Veterans (including Service-disabled veterans)
- People with Disabilities

### Requirements for Diverse Suppliers

Columbia encourages suppliers to be certified through a recognized third-party certification organization that qualifies diverse suppliers through a comprehensive examination of various documents, onsite visits, and interviews. While we honor these certifications, we will also acknowledge diverse suppliers that meet all of the following criteria:

- The business is legally organized.
- The business is established as a full-time profit-making entity.
- The business is at minimum, 51% owned and controlled by a person who is Minority (Black, Hispanic, Native-American, Native Alaskan, or Asian/Pacific Islander), a Woman, an LGBTQIA+ Person, a Veteran/Disabled Veteran, or a Person with a Disability.
- The diverse group member(s) is legally allowed to work in the United States.

## Diverse Supplier Certification Preferences

Certification is preferred for participating in Columbia's procurement process and accessing opportunities, and in some cases, per project requirements, may be required. Some of the national certifying organizations we accept are listed below; please refer to our complete list of accepted certifications at Columbia Property Trust SupplierGATEWAY.

- Asian Pacific American Chamber of Commerce (APAAC)
- Disability:IN
- Disadvantaged Business Enterprise (DBE)
- LGBT Business Enterprise (LGBTBE)
- Minority Owned or Minority Business Enterprises (MBE)
- National Women Business Owner Corporation (NAWBOC)
- National LGBT Chamber of Commerce (NGLCC)
- National Minority Supplier Development Council (NMSDC)
- National Veteran Business Development Council (NVBDC)
- National Veteran-Owned Business Association (NaVOBA) and Veteran Business Enterprise (VBE)
- Native American Chamber of Commerce (NACC)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- U.S. Hispanic Chamber of Commerce (USHCC)
- U.S. Department of Veteran Affairs (VA)
- U.S. Pan Asian American Chamber of Commerce (USPAACC)
- Service-Disabled Veteran Owned Small Business (VOSB)
- Women Owned Small Business (WOSB)
- Women's Business Enterprise National Council (WBENC)

We recognize that there are many local certifying organizations as well. If your company is certified through an organization not listed above, or if you choose to self-certify, we invite you to include the supporting documentation for consideration when registering via Columbia Property Trust SupplierGATEWAY.

## Engaging Diverse Suppliers

Columbia is committed to advancing the success of diverse suppliers and attracting diverse suppliers to work with us, in order to allow for greater competition in our procurement process. We will accomplish these goals through a combination of outreach efforts to the diverse supplier community and by fostering access to our procurement process, as follows:

### 1. Education

We will engage qualified diverse suppliers in conversation to find out what they believe prevents them from being competitive or considered for projects. Better understanding of hurdles to participation can help us better address those hurdles effectively to ensure we can attract and foster a diverse group of suppliers toward our program goals.

## 2. **Internal Assessment**

Reviewing our internal procurement process to determine any requirements or practices that may prevent a fair and diverse field of candidates from being competitive, including but not limited to:

- **Adjusted Insurance Limits:**  
We will carefully consider insurance requirement amounts against the assignment under consideration, to ensure appropriate alignment and identify instances where reduced limits may be acceptable in order to expand our pool of qualified suppliers.
- **Length of contracts:**  
We will carefully consider recurring bid requirements, to ensure we are allowing an appropriate length of time between bids such that we can avoid rushing the bidding process, which could prevent our ability to conduct outreach and engage a wide range of suppliers, toward achieving our target level of supplier diversity.

## 3. **Outreach**

Columbia will seek to engage with diverse suppliers by providing easily accessed information about our company and what we do on our website, as well as through our support of, and attendance at, diverse supplier events.

## 4. **Ease of Access**

Through the Columbia Property Trust SupplierGATEWAY registration portal available on our website, diverse suppliers can introduce themselves to Columbia and complete our intake form to apply to become a registered supplier with our company.

## 5. **Ongoing Oversight**

Columbia has formed a Supplier Diversity oversight group as an extension of our Diversity, Equity and Inclusion initiative. The Supplier Diversity group is charged with providing increased opportunities for minority-owned suppliers and vendors across all aspects of our business. We have designated Program Managers for each area of our business – Construction and Development, Property Management, Corporate Operations, Asset Management and Leasing. These managers are responsible for encouraging diverse supplier access to Columbia's procurement systems and monitoring our proposal processes to ensure that minority-owned businesses are given support and assistance to help them compete fairly for our business.

## 6. **Program Tracking & Reporting**

We will track and report on our progress in the program. Suppliers will be asked to submit relevant information about their company through our SupplierGATEWAY registration portal, and to reassess periodically for accuracy. We will use this information to track against our program goals to measure progress and assess real improvement over time.

### ***Tier 2 Suppliers***

Columbia also seeks to amplify the positive impact of supplier diversity by asking the suppliers with whom we deal directly to also do business with diverse companies. Prime contracts, contracts whose requirements are partly fulfilled by the awarding of

subcontracts, may include a requirement that a percentage of subcontractors meet diversity criteria.

When our suppliers engage diverse businesses directly on behalf of Columbia, we will require in the terms of the contract that the awarded vendor track and report this information to us, which Columbia will in turn track and report as Tier 2 Spend.

## **Our Expectations & Requirements for Suppliers**

### **Code of Conduct**

Columbia expects all current and future suppliers to abide by the expectations set forth in our Vendor Code of Conduct, which is available on our company website at <https://columbia.reit/responsibility>.

We expect all new and existing vendors to meet our minimum expectations outlined in the Code and to aspire to make continuous improvements to their businesses as outlined in the Code, across ethical, human and labor rights, vendor diversity and inclusion, and environmental areas.

### **Insurance and Warranties**

Columbia requires vendors to continuously maintain insurance and provide insurance certificate and policy endorsements which meet the specific requirements for the project. The applicable insurance limits, types of insurance, and policy endorsements needed will be provided within the Request for Proposal for the project and will be included/incorporated into the contract to perform the services.

## **Supplier Qualification Process**

### **Assessment / Pre-Qualification**

Once a supplier has registered via Columbia Property Trust SupplierGateway, accessible through Columbia's website, for consideration to participate in Columbia's procurement process, the supplier will be considered against both the company requirements and any requirements specific to the opportunity, to verify if the supplier is qualified for the opportunity.

These qualifications include, but are not limited to:

- Relevant experience in market
- Appropriate scale
- Union affiliations as applicable
- Required insurance coverage in force
- Capacity to perform contracted work
- Surge Capability (emergency response)
- Trade references

## Qualification as a Diverse Supplier

All suppliers will also be asked whether the organization qualifies as a Diverse Supplier and, if yes, to provide any applicable certifications. If a Diverse Supplier does not have any recognized diverse-supplier certifications, the organization may attest to their minority-owned status and provide the attestation to Columbia in lieu of certification documents. Columbia has chosen to not make certification mandatory for consideration to be qualified as a Diverse Supplier in our procurement process and to provide this alternate avenue for consideration in order to create greater opportunities for diverse suppliers to work with us and grow their business to a level where certification may be more attainable.

As the final step toward pre-qualification, suppliers may be asked to participate in an interview with the applicable Program Manager and other Columbia team members, to answer questions about their business and provide any clarification needed to complete the organization's application.

## Our Procurement Process

Columbia's policy is to include qualified Diverse Suppliers in our RFP and bidding process whenever possible, and always when required. Diverse bidders will be selected from Columbia's database of registered and qualified suppliers within Columbia's Supplier Gateway portal and invited to participate.

If a pre-qualified supplier chooses to respond to a Request for Proposal, the resulting proposal will be considered in accordance with Columbia's Procurement Process Guidelines. These Guidelines include measures to help ensure the removal of bias, intended or unintended, from the award decision and also to provide an intentional, prudent avenue to allow us to expand our relationships with Diverse Suppliers toward Columbia's Supplier Diversity Program goals.





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[www.columbia.reit](http://www.columbia.reit)

**Columbia Property Trust Supplier Gateway**  
[columbiaproperty.suppliergateway.com/](http://columbiaproperty.suppliergateway.com/)