

# MPC - Supplier Diversity (MPC-GEN-01075-PRS)

Marathon Petroleum Company LP

Document Owner: Buess, Lisa

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## MPC - Supplier Diversity (MPC-GEN-01075-PRS)

### 1.0 Overview

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**Standard Statement** Supply Chain (SC) is committed to Marathon Petroleum Company LP's (*Company*) Supplier Diversity Program and supports this program through the inclusion of diverse Suppliers certified by the following organizations: National Minority Supplier Diversity Council (MNMSDC); Women Business Enterprise National Council (WBENC); National Women Business Owners Corp (NWBOC); National Gay Lesbian Chamber of Commerce (NGLCC); Small Business Association (SBA) and Veteran Owned Small Business (VOSB). Inclusion is a priority in the procurement process; including strategic sourcing projects and bidding events so diverse Suppliers have the opportunity to compete on an equal basis with all other bidders. SC actively pursues relationships, service contracts, strategic agreements, etc., with diverse Suppliers. When possible, SC supports the use of local businesses that are diverse.

**Purpose** The purpose of the Supplier Diversity Program is to provide equal business opportunities to diverse owned enterprises. The program promotes participation of our diverse supplier base.

**Scope** This document applies to all employees involved in Supplier relationships, sourcing projects, procurement activities, and bidding events. For business units that have government contracts, the [MPC - Small Business Subcontracting Plans - MPC-GEN-01436-PRS](#) (reference) should be reviewed and followed in conjunction with this procedure.

**Contents** This document contains the following sections:

- [1.0 Overview](#)
- [2.0 Supplier Diversity](#)
- [3.0 Training and Competencies](#)
- [References](#)
- [Variance Approval Guidelines](#)
- [Additional Information](#)
- [Revision History](#)

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## 2.0 Supplier Diversity

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**Benefits of Supplier Diversity** The following outlines the benefits of Supplier Diversity:

- Builds a high performing diverse supply chain.

- Builds relationships that will be mutually beneficial.
- Builds positive relationships with local community.
- Builds customer loyalty, goodwill, new sources of supply, and cost savings.
- Establishes relationships that will better enable Marathon Petroleum and affiliates to maintain competitiveness in the future.

**General SC Supplier Diversity Responsibilities** All SC representatives responsible for the sourcing and selection of Suppliers are obligated to ensure diverse Suppliers are considered.

- To identify potential diverse Suppliers, SC representatives should rely on
  - Supplier Diversity database
  - Company Supplier Diversity Team
  - Supplier Diversity Internal Advocates, or
  - other resources.

**Note:** To identify diverse suppliers in Ariba, set your search criteria to Suppliers and Customers and select the search button. Under Options, Advanced Search, set question 1.1.4 to Yes to search for all diverse suppliers.

**Company Supplier Diversity Classification Documentation Requirements** Company requires proof of certification in order to be included in the Supplier Diversity Program. Certifications are accepted from the following organizations and their regional affiliates:

- [National Minority Supplier Development Council, Inc. \(NMSDC\)](#) (reference)
- [Women's Business Enterprise National Council \(WBENC\)](#) (reference)
- [National Women Business Owners Corporation \(NWBOC\)](#) (reference)
- [United States Small Business Administration \(SBA\)](#) (reference)
- [United States Department of Veterans Affairs \(VetBiz\)](#) (reference)
- [National Gay Lesbian Chamber of Commerce \(NGLCC\)](#) (reference)

**Classification Requirements** Companies must meet the criteria laid out by the certifying agencies which includes, but is not limited to the following in order to be classified as an MBE, WBE, SBE, VBE, or LGBTQ.

- MBE are for-profit companies physically located in the United States which are at least 51% owned, operated, and controlled by minority group members. In the case of publicly-owned businesses, at least 51% of the stock is owned by one or more such individuals. MBEs certified through the SBA must also meet applicable size standards for small business in their industry. Group members are United States citizens who are Asian, Black, Hispanic, or Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
- WBE are for-profit companies physically located in the United States which are at least 51% owned, operated, and controlled by women. In the case of publicly-owned businesses, at least 51% of the stock is owned by one or more such individuals. WBEs certified through the SBA must also meet applicable size standards for small business in their industry.
- SBE are for-profit companies physically located in the United States that meet applicable size standards for small businesses in their industry as specified by the SBA. These standards are defined in terms of the number of employees

over the past year or the average annual receipts over the past three years. Sub-classification certifications are available for Minority-Owned, Woman-Owned, Veteran, and Service-Disabled Veteran-Owned small businesses, as well as small businesses located in Historically Underutilized Business Zones.

- VBE are for-profit companies physically located in the United States and the Veteran owner(s) have direct, unconditional ownership of at least 51% of the company and have full decision making authority. The Veteran manages the company on both a strategic policy and day-to-day basis, holds the highest officer position, and should be the highest compensated employee unless there is a logical explanation otherwise.
- LGBTQ majority which are at least 51% owned, operated, managed, and controlled by an LGBTQ person or persons who are either U.S. citizens or lawful permanent residents. Exercises independence from any non-LGBTQ business enterprise, has its principal place of business (headquarters) in the United States, and has been formed as a legal entity in the United States.

**Note:** If a business meets this criterion but has not obtained certification, the SC representative will direct them to one of the organizations listed above or forward their information to the Company Supplier Diversity Team.

**Specific Responsibilities of Supply Chain Team in Supplier Diversity Process**

The following outlines the specific responsibilities of SC Team in the Supplier Diversity process.

Who	What
SC Representative	<ul style="list-style-type: none"> <li>• Commits to Company objectives of Supplier Diversity inclusiveness.</li> <li>• Communicates Supplier Diversity philosophies to internal business partners.</li> <li>• Documents the consideration of diverse Supplier candidates on the bid logs for formal bids and include the appropriate Supplier Diversity verbiage in the formal bids.</li> <li>• Reports information to the Supplier Diversity Team if a new or newly certified diverse Supplier is selected.</li> </ul>
SC Supplier Diversity Team	<ul style="list-style-type: none"> <li>• Participates in regional and national diversity councils on Company's behalf.</li> <li>• Actively pursues and manages relationships, service contracts, and strategic agreements with diverse Suppliers.</li> <li>• Identifies potential diverse Suppliers for specific material and service requirements.</li> <li>• Validates certification requirements of diverse Suppliers and assist diverse Suppliers in obtaining certification.</li> <li>• Provides meaningful and timely reporting of Supplier Diversity metrics to business partners.</li> <li>• Assists business partners in establishing Supplier Diversity spend and bid inclusion goals.</li> </ul>

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**Registration Process for Diverse Suppliers**

The following outlines the registration for the Diverse Supplier process.

Who	What
Prospective Supplier	<ul style="list-style-type: none"> <li>• Visits the Supplier Diversity registration portal <a href="#">Marathon Petroleum Supplier Diversity Registration</a> (reference) to register.</li> <li>• Completes a profile form highlighting their business capabilities including their company's product(s) or service offering(s) and geographic service area.</li> </ul> <p><b>Note:</b> Email notification of confirmed registration is sent to the Supplier.</p>
Supplier Diversity Database Administrator	Reviews Supplier registration profile for accuracy and verify diverse Supplier certification
Diverse Supplier	Must update Supplier certification information annually. The Supplier Diversity database system sends notification e-mails to diverse Suppliers to complete the re-certification process.

### 3.0 Training and Competencies

**Training and Competencies**

Training of this governing document is managed through acknowledgement of the existing governing document update process and internal communications to affected parties.

### References

**LS - Requesting a Variance for an LS Governing Document** eDoc Document - [LS- Requesting a Variance for an LS Governing Document](#) - LNS-GEN-00262-PRS

**Marathon Petroleum Supplier Diversity Registration** External Reference - [Marathon Petroleum Supplier Diversity Registration](#)

**MPC - Small Business Subcontracting Plans** eDoc Document - [MPC - Small Business Subcontracting Plans](#) - MPC-GEN-01436-PRS

**National Gay Lesbian Chamber of Commerce** External Reference - [National Gay Lesbian Chamber of Commerce \(NGLCC\)](#)

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**National Minority Supplier Development Council, INC (NMSDC)** External Reference - [National Minority Supplier Development Council, Inc. \(NMSDC\)](#)

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**National Women Business Owners Corporation (NWBOC)** External Reference - [National Women Business Owners Corporation \(NWBOC\)](#)

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**United States Department of Veterans Affairs (VetBiz)** External Reference - [United States Department of Veterans Affairs \(VetBiz\)](#)

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**United States Small Business Administration (SBA)** External Reference - [United States Small Business Administration \(SBA\)](#)

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**Women's Business Enterprise National Council (WBENC)** External Reference - [Women's Business Enterprise National Council \(WBENC\)](#)

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## Variance Approval Guidelines

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**eDoc** The Process and Systems Manager (50424013), or designee, may grant variances to this document. Refer to [LS - Requesting a Variance for an LS Governing Document](#) - LNS-GEN-00262-PRS (reference) for submitting variances in eDoc.

If a variance request cannot be submitted through eDoc, verbal approval may be granted at the discretion of the Process and Systems Manager (50424013) in time sensitive situations with the expectation that the verbal approval is followed-up immediately with an eDoc variance submission.

**Note:** Approved variances are posted to the top of this document

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## Additional Information

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**Owner and Review Cycle** The following information applies to this document:

- Owner Title: Process and Systems Manager
  - Owner Org Code: 50424013
  - Subject Matter Expert (SME): A. Quinlan
  - Review Cycle: 36 Months
- Note:** Contact Governing Documents for additional reports.

## Revision History

**Revision History Table** The table below provides the revision history for this document.

No.	Date	Description
2	05/08/2020	Major: <ul style="list-style-type: none"> <li>• Updated Standard Statement information</li> <li>• Updated Purpose and Scope</li> <li>• Added note to General SC Supplier Diversity Responsibilities section</li> <li>• Added LGBTQ information to Classification Requirements section</li> <li>• Added National Gay Lesbian Chamber of Commerce reference/link</li> <li>• Added MPC - Small Business Subcontracting Plans reference/link</li> </ul>
1b	12/06/2018	Minor: Updated Global Procurement/GP to Supply Chain/ SC
1a	02/26/2018	Minor edit - Updating variance approval guidelines section to match current Governing Document Template
1	04/04/2017	New Document

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