

# Supplier Policies & Application Form

## Overview

Quarles & Brady is dedicated and pleased to provide opportunities for certified minority-, women-, LGBT-, and veteran-owned businesses to establish long-term business relationships with the firm. We understand that our ability to serve our clients and align ourselves with their shared values is improved by utilizing diverse suppliers to foster competition and enhance job creation across all sectors, thereby contributing to the economic growth and stability of our communities and the nation. Therefore, it is the policy of Quarles & Brady to ensure that diverse businesses have every opportunity to compete for a position on the firm's vendor list.

All personnel responsible for purchasing activities will be made aware of this policy. These employees are expected to commit themselves to its implementation through integration into our purchasing procedures through good-faith efforts. Furthermore, Quarles & Brady will encourage its suppliers to develop similar programs to provide diverse businesses with equal access to their own organizations, advocating that such firms be utilized remain consistent with best purchasing practices.

Quarles & Brady embraces diversity in all aspects of our business to deliver the services our clients have grown to know and trust.

## Supplier Expectations

Quarles & Brady has an existing network of suppliers, and we continually seek new businesses to help us better serve our clients. When evaluating suppliers, we look for industry expertise, fresh insight, and the capability to deliver. We seek financially sound suppliers who are focused on customer service and product quality, and which have a track record of success in the marketplace. Suppliers to Quarles & Brady play a vital role in ensuring the quality and integrity of the services we provide.

Whether you are a current or potential supplier of products and/or services to Quarles & Brady, you are expected to:

- Provide an innovative approach to products and services.
- Maintain strong logistics to ensure on-time delivery.
- Provide quality products, fit for use and free from defects.
- Offer competitive pricing practices.
- Provide continuous improvement for cost reductions.
- Be responsive and flexible.
- Provide timely communication, service, and issue resolution.
- Maintain confidentiality.
- Comply with applicable state & federal laws/regulations.
- Act ethically in all matters.
- Support Quarles & Brady in our diversity and environmental goals and initiatives.
- Be active in your community.

## Diversity Sourcing

The Purchasing Department at Quarles & Brady is responsible for identifying qualified suppliers and to ensure the inclusion of lesbian, gay, bisexual and transgender (LGBT), minority, women, and veteran (including service-disabled veteran) businesses in competitive bidding processes whenever possible. We recognize that a strong and dependable network of suppliers is essential to the conduct of an efficient legal practice, and we welcome proposals for new and ongoing vendor relationships.

We encourage diverse businesses to pursue the appropriate certification. Although we will continue to work with diverse businesses regardless of their certification status, Quarles & Brady will not advocate for any business that isn't appropriately certified.

To obtain certification as a minority, women, LGBT, veteran or service-disabled veteran business:

- The business owner must be a United States citizen.
- The business must physically reside within the United States or its trust territories.
- The business must be at least 51 percent owned, managed, and controlled by one or more minorities, women, LGBT persons, veterans, or service-disabled veterans or, in the case of a public company, at least 51 percent of stock must be owned by one or more such individuals.
- The ownership must be real, substantial, and continuing.

All so-qualified businesses interested in partnering with Quarles & Brady should complete a Supplier Registration form, a Supplier Business Profile form, and a W-9 form (all of which can be found at the bottom of this document) and submit the completed forms, along with a copy of your certification(s), to our Purchasing Department. Completing the registration process allows us to have access to information about your company used in the sourcing process. Certification as a diverse supplier does not guarantee a contract with Quarles & Brady.

## Certification Requirements

Quarles & Brady relies on the expertise of third-party certifying organizations. At present, we do not accept self certifications. Certification as a diverse supplier does not guarantee a contract with Quarles & Brady.

To be eligible for our Supplier Diversity Program, a company must provide certification as a minority, women, LGBT, veteran or service-disabled veteran business from one of the following organizations:

National Minority Supplier Development Council (NMSDC) and all affiliated regional councils  
1359 Broadway, 10th Floor  
New York, NY 10018  
212-944-2430  
[www.nmsdc.org](http://www.nmsdc.org)

National Gay and Lesbian Chamber of Commerce (NGLCC)  
1612 U Street, NW  
Suite 408  
Washington, DC 20009  
202-234-9181  
[www.nglcc.org](http://www.nglcc.org)

Women's Business Enterprise National Council (WBENC)  
1120 Connecticut Avenue, NW  
Suite 1000  
Washington, DC 20036  
202-872-5515  
[www.wbenc.org](http://www.wbenc.org)

U.S. Department of Veteran Affairs (VA) Center for Veterans Enterprise (VETBIZ)  
810 Vermont Avenue, NW  
Washington, DC 20420  
[www.vetbiz.gov](http://www.vetbiz.gov)

## What we buy:

### Facilities

- Office Equipment
- Office Equipment Maintenance & Supplies
- Office Furniture
- Coffee and Vending Services
- Moving and Storage Facilities
- Records Storage and Retrieval
- General Office Supplies
- Hospitality/Kitchen Supplies
- Plant Rental
- Artwork and Framing
- Interior Office Signage
- Mailroom/Shipping Supplies
- Facilities Management Services
- Dry Cleaning

### Information & Technology

- Computer Software
- Computer Hardware & Peripherals
- Computer Supplies
- Network Software
- Network Hardware
- IT Consulting and Integration Services
- Telephone Equipment
- Audio Visual Equipment
- Audio Visual Integration Services
- Teleconferencing Services
- Network Cabling

### Professional Services

- Temporary Help
- Recruiting/Search Firms
- Consulting Services
- Courier/Delivery Services
- Court Reporting Services
- Professional Training Services

### Travel, Event & Meeting Planning

- Catering Services
- Event Decorations
- Floral Arrangements
- Entertainment
- Transportation Services
- Travel Agency Services

### Marketing

- Public Relations Services
- Advertising Services
- Commercial Printing Services
- Engraved Letterhead/Business Cards
- Promotional Products
- Web Site Development
- Greeting Cards

### Construction

- General Contractor
- Architectural Services
- Interior Design Services
- Custom Millwork
- Carpeting
- Wall Covering

## Supplier Registration

All suppliers interested in doing business with Quarles & Brady should complete a Supplier Registration form, Supplier Business Profile form, and W-9 form, all of which are attached below, and submit the completed forms, along with a copy of your certification (if applicable), to our Purchasing Department. Completing the registration process allows us access to information about your company used in the sourcing process.

Fax to:  
414-978-8622

Email to:  
[supplierdiversity@quarles.com](mailto:supplierdiversity@quarles.com)

Hardcopy mail to:  
Purchasing Manager  
Quarles & Brady LLP  
411 East Wisconsin Avenue, Suite 2040  
Milwaukee, WI 53202

*Note:* Information provided may be shared with other companies who are engaged in a search for diverse suppliers.

## More Information

If you have questions regarding our Supplier Diversity program, please contact:

Dave Wilson  
Purchasing Manager  
(414) 277-5223  
[dave.wilson@quarles.com](mailto:dave.wilson@quarles.com)

Darlene Austin  
Director, Diversity & Employee Relations  
(414) 277-5228  
[darlene.austin@quarles.com](mailto:darlene.austin@quarles.com)

## Form Links

[Supplier Business Profile Form](#)  
[W-9](#)