



Control Number: 30240



Item Number: 880

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**TIME WARNER TELECOM OF TEXAS LLC  
WORKFORCE AND SUPPLIER DIVERSITY FORM  
WORKFORCE DIVERSITY  
Docket Nos. 30238 and 30240**

Occupational Categories	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR													
	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials and Managers	38	34	4	30	4	1	3							
Professionals	64	47	17	41	10	3	4	3	2	1				
Technicians	58	53	5	41	3	4	2	7	1					
Sales Workers	94	61	33	50	28	5	1	6	2	1				
Office and Clerical	27	4	23	2	18	3	2	2						
Craft Workers (Skilled)	0	0	0											
Operatives (Semi-skilled)	0	0	0											
Laborers (Unskilled)	0	0	0											
Service Workers	0	0	0											
<b>Previous Year Totals</b>	292	209	83	165	62	14	11	29	7	1	2	0	1	
<b>This Year Totals</b>	281	199	82	164	63	13	10	21	6	1	2	0	1	

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

## **Time Warner Telecom Procurement Policy**

Time Warner Telecom will seek out and purchase goods and services that meet its overall business needs, regardless of source. Overall business needs include the appropriate balance of price, timeliness, quality, technical suitability, economic diversity, and other valid business considerations. Procurement activities will be conducted in a non-discriminatory manner with fair treatment given to all suppliers who offer goods and services.

### **Minority and Women Owned Business Initiative**

Time Warner Telecom will actively identify, develop and use minority and women-owned business enterprises as the source of goods and services. Every employee of Time Warner Telecom and particularly those employees involved in the evaluation, selection or approval of suppliers are responsible for the implementation, ongoing effectiveness and success of this initiative.

For the purpose of this initiative, a qualified business enterprise is defined as a business which is at least 51% owned, controlled and managed by one or more minority group members (e.g. African Americans, Hispanics, Asians or Native Americans) or women. In the case of publicly owned business, at least 51% of the stock is owned by minority groups or women.

The goals of Time Warner Telecom's Minority and Women Owned Business Enterprise Initiative are:

- To purchase, goods and services from suppliers owned by minority group members and women with competitive prices, timeliness, quality, technical suitability, and other valid business considerations.
- To assist minority-owned businesses in becoming competitive sources of supply through strategies which include strategic and tactical alliances as well as vendor sub-contracting.
- The Minority and Women Owned Business Development Initiative is a mutually beneficial effort for Time Warner Telecom and minority businesses. As Time Warner Telecom prospers, our goal is that these businesses will expand and prosper as well.

Time Warner Telecom believes that the success of the Minority and Women Owned Business Enterprise Initiative is measured not only by the amount of Time Warner Telecom's spending with minority and women owned business enterprises, but also by the general benefits resulting from the commitment of our employees in helping to develop successful minority and women-owned business enterprises.

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Due to Procurement's central role in the purchase of goods and services, it has been given primary responsibility for the development, implementation and ongoing success of Time Warner Telecom's Minority and Women Owned Business Enterprise Initiative. If you have any questions, concerns or require assistance, please contact Andrea Durham-Nicolelli at 303-566-1275 or via email at [andrea.durham@twtelecom.com](mailto:andrea.durham@twtelecom.com).

## Supplier Selection

### *How do I find a Supplier?*

Because Time Warner Telecom has negotiated many national contracts and maintains a list of approved suppliers and standard products the first step is to contact Procurement or log into the TWTC Procurement Intranet site to determine if an approved supplier or national contract exists for the product and/or service you are seeking. If an approved supplier does not exist or if the product and/or service you are seeking is one that has not been purchased previously by Time Warner Telecom a competitive selection must occur.

### *Selecting a new Supplier*

In selecting a supplier certain guidelines around cost and risk to the company determine the level of detail surrounding the selection process and required selection documentation. If no approved supplier exists for the product and/or service you require, the following is a summary of the requirements and process to follow:

Limit	Requirements	Process
\$0-\$50,000	<ul style="list-style-type: none"> <li>• Contact Procurement to determine if an approved supplier/contract exists for the product or service you require.</li> <li>• If no approved supplier or contract exists follow the process to the right and <i>retain the selection documentation in your files.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Provide vendors a summary of requirements;</li> <li>• Obtain at least three bids;</li> <li>• At least one bid should be from a certified MWBE.</li> <li>• It is important that you retain the selection documentation in your files.</li> <li>• Request contract from Procurement or if Procurement determines one isn't needed enter a requisition in PeopleSoft **</li> </ul>
\$50,000-\$250,000 (whether by a single or multiple purchases)	<ul style="list-style-type: none"> <li>• Contact Procurement to determine if an approved supplier/contract exists for the product you require.</li> <li>• If no approved supplier or contract exists, follow the process to the right and <i>provide the documentation to Procurement for review and approval.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Provide vendors a <b>written</b> summary of requirements;</li> <li>• Obtain at least three bids;</li> <li>• Attempt to obtain at least one bid from a certified MWBE if there are qualified MWBE Bidders.</li> <li>• Provide procurement a brief summary of selection.</li> <li>• Request contract from Procurement or if</li> </ul>

		Procurement determines one isn't needed enter a requisition in PeopleSoft **
Over \$250,000 (whether by a single or multiple purchases)	<ul style="list-style-type: none"> <li>• Contact Procurement to determine if an approved supplier/contract exists for the product you require.</li> <li>• If no approved supplier or contract exists follow the process to the right.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Procurement with written requirements (specs);</li> <li>• Procurement and User draft bid letter or RFP issues bid;</li> <li>• Procurement issues bid/RFP</li> <li>• User, Procurement and any affected departments evaluate bids and make selection;</li> <li>• Procurement negotiates contract.</li> </ul>

### ***Certification for MWBEs***

TWTC does not provide MWBE certification. TWTC recognizes firms that have been certified with the National Minority Supplier Development Council (NMSDC), Women's Business Enterprise National Council, the Small Business Administration's 8(a) program, or other approved government agencies.

### ***Reporting:***

On a quarterly basis and in some cases, on demand, Procurement will request a report of sourcing activities, confirming that reasonable effort was made to include certified MWBEs in bid processes and business opportunities.

### ***When to Contact MWBE Development:***

- If you need assistance in finding a certified MWBE in your area. Procurement maintains a respository of certified MWBE supplier information.
- When receiving "cold calls" from suppliers, inquire as to if they are an MWBE. Whether you chose to utilize the supplier or not, refer these suppliers to MWBE Development.
- If a supplier is unsure as to if he/she is an MWBE or requests assistance on becoming certified.
- If you have any questions or concerns regarding bid processes, subsequent awards, government reporting regarding MWBEs, MWBE certification.