Mentor name, title, and department (the mentor is the direct supervisor of the PSI intern):
Darin Matthews, Director, Procurement Services

Proposed title for PSI intern position:
Procurement Equity Intern

Please describe the role of the primary staff mentor:
Mentor will provide general direction and oversight to the intern; establish meeting schedule for project direction and check in; recommend resources and organizations to intern that can support their work; serve as resource for questions or advice; collaborate and problem solve with intern and other procurement team members; introduce intern to procurement industry leaders for potential interviews; provide necessary resources and approvals for intern.

Please provide a brief summary of your proposed internship (1-2 paragraphs):
Research best organizational practices with incorporating social equity into procurement and contracting programs. Within California higher education environment, state and local government, and other institutions throughout the US, identify practices that promote equity and diversity in the public procurement process.

Procurement equity can include the use of local businesses that support local economies, but also businesses that have traditionally not played a significant role in public contracting. These include minority and women owned business enterprises (MBE, WBE), disadvantaged business enterprises (DBE), and historically underutilized businesses (HUB). More recently, other certifications have emerged such as disabled veteran owned businesses (DVOB) and lesbian, gay, bisexual, and transgender owned businesses (LGBTBE).

What identifiable product or result do you expect the intern to achieve by the end of their internship?
• Report on leading practices in procurement equity, including sample policies, success stories, and documented results of social equity programs (i.e. percent of spend, number of contracts)
• Summary of industry trends within the US, particularly California higher education sector
• Program recommendations for UC Santa Cruz, Procurement Services
Statement of duties including % of time and description of duties:

- Review current UC and UCSC procurement policies (5%)
- Analyze spend data from a variety of information systems (10%)
- Discuss procurement system challenges and limitations with procurement team (10%)
- Research best procurement equity practices in California and US (20%)
- Contact procurement industry leaders via phone, email, or Skype (10%)
- Document in writing best practices and trends in procurement industry (30%)
- Develop recommendations of social equity practices for UCSC consideration (10%)
- Enjoy reflecting on organizational practices that can make a real difference (5%)

What skills will this internship strengthen?
Through this project, intern will enhance their research, analytical, and communication skills. They will also gain insight into an industry that accounts for 15% of the gross domestic product in the US, and how this industry can influence and promote equity and inclusion.

What value does this internship have for your unit/department and for the campus as a whole? It might be helpful to review the Campus Sustainability Plan in answering this question. The intern will help our department better understand what our counterparts are doing throughout the country. Their research can provide a basis for improvements to our procurement practices in the area of social equity.

How will you evaluate your intern’s success?
Success will be determined by the content and quality of the data collected from peer organizations, as well as the quality of the written report on best practices and program recommendations. Intern can be most successful by approaching this work with energy and enthusiasm, and by not being afraid to ask “why” or “why not”.

What staff/faculty, other than you, will the student intern interact with regularly and in what capacity?
Members of the Procurement Services team including management, buying staff, and strategic sourcing analysts. Interaction will be in a professional office environment via in-person meetings and email as appropriate.

If there are any resources that the intern will need that your office cannot provide, please explain (i.e. computer, printer, key documents?): None needed. Intern will be provided work space, personal computer, phone, Internet access, written policies, and other resources identified or requested that support their work.