



Supplier Diversity Tier 2 Reporting Guide

The Resource Group Tier 2 initiatives for diverse suppliers exists to provide opportunities for minority-, woman-, or veteran-owned business enterprises (MWVBE), and small businesses to participate as suppliers of products and services to The Resource Group. The Tier 2 Program serves as an enhancement to, and not as a replacement for, existing efforts to increase meaningful opportunities for diverse suppliers to participate as Tier 1 Suppliers.

A Tier 1/prime supplier is a supplier that invoices The Resource Group for goods and services rendered directly by that supplier (Tier 1/prime). Tier 1/prime suppliers must report the amount of money spent on behalf of The Resource Group (Tier 2 direct) MWVBE, and small businesses. When direct subcontracting to diverse businesses is not practical, suppliers will allocate and report their overall diverse subcontractor costs (Tier 2 indirect). A Tier 2 supplier (referencing the customer) is a supplier that invoices the Tier 1/prime supplier for goods and services rendered.

Direct Spend: Purchases that directly support The Resource Group business needs. These purchases must be able to be directly traced back to a specific agreement or purchase order associated with a diverse supplier.

Indirect Spend: Spend contracted with diverse suppliers which has been prorated based on supplier sales and/or percentage of a supplier's total revenue. Use this reporting method when you cannot trace MWVBE, and small businesses expenses to a specific requirement for The Resource Group.

Please use The Resource Group Tier 2 Reporting template when preparing your reports. The Resource Group must receive your report at the end of each calendar quarter, as illustrated in the following table. Enter all required information and email your completed form to SupplierDiversity@TheResourceGroup.com. You will receive an email confirmation once the report is submitted.

The Resource Group Fiscal Year

Quarter	Months	Report Due
First quarter	July–September	October 31
Second quarter	October–December	January 31
Third quarter	January–March	April 30
Fourth quarter	April–June	July 31

- [Direct and Indirect Tier 2 Diverse Spend Reporting Templates](#)
- [Send your report to SupplierDiversity@TheResourceGroup.com](mailto:SupplierDiversity@TheResourceGroup.com)

Questions Contact Us

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