

Northwestern Lehigh School District works to create mutually beneficial business relationships with diverse suppliers that strengthen the communities in which we operate.

We are committed to developing mutually beneficial relationships with small, minority-owned, and women-owned business enterprises. Our primary goal is to provide opportunities to diverse suppliers that satisfy our procurement and contractual standards. Diverse suppliers that demonstrate the ability to add value, provide high-quality goods and services that are competitively priced, and show proven reliability may be included in our sourcing and procurement process.

Our objective is to ensure the inclusion of diverse suppliers as part of our strategic sourcing and procurement process and communicate the value of supplier diversity both internally and externally to all stakeholders.

Below are examples of the products and services purchased –

Commodities	Description
Classroom/Office Supplies	All supplies
Professional/Educational Curriculum	Textbooks, Web Based Instructions
IT Hardware	Desktops, Laptops, Servers, Printers
Software and Computer Peripherals	Desktop and Server Applications, Computer Accessories
Promotional Items	Logo Items (e.g., Shirts, Hats, Jackets)
Professional Staffing Services	Certified Professional Staff, IT, Administrative
Building Maintenance and Operational Supplies	Janitorial/Cleaning, Building Materials
Furniture and Furnishings	Classroom/Office Furniture, Carpet/Floor Covering
Automotive Parts/Service & Vehicles	Transportation vehicles (Student Transport)

If you are a diverse supplier, we encourage you to complete the Diverse Supplier Registration Form. Please submit the completed form to the Business Administrator, Christie Steigerwalt at steigerwaltc2@nwlehighsd.org. Your business will be added to our vendor lists and included in the solicitation process when purchasing goods and services.

NORTHWESTERN LEHIGH SCHOOL DISTRICT
DIVERSE SUPPLIER REGISTRATION FORM

Contractor/Vendor Name: _____

Street Address: _____ Phone: _____

City, State, ZIP: _____ Fax: _____

Contractor/Vendor Point of Contact: _____

Contractor/Vendor Email: _____

Contractor/Vendor Website: _____

Contractor/Vendor UEI #: _____ (SAM.gov)

Contractor/Vendor Type:

- ☐ Small/Minority Business
- ☐ Women's Business Enterprise
- ☐ Labor Surplus Area Firm
- ☐ Other (Describe) _____

Commodities Available through your Business (Check all that apply)

- ☐ Classroom/Office Supplies
- ☐ Professional/Educational Curriculum
- ☐ IT Hardware
- ☐ Software and Computer Peripherals
- ☐ Promotional Items
- ☐ Professional Staffing Services
- ☐ Building Maintenance and Operational Supplies
- ☐ Furniture and Furnishings
- ☐ Automotive Parts/Service & Vehicles