

Tier 2 Program

1.0 Second Tier Reporting Requirements and Process

Per the requirements set forth in the United States Government Federal Acquisition Regulations (“FAR”) 19.704 and FAR 52.219-9, **Level 3 Communications** expects that whenever practical its prime suppliers will utilize diverse suppliers in support of fulfilling their contract with **Level 3 Communications** and report the amounts spent on purchases from those suppliers to **Level 3 Communications**. These requirements include reporting all subcontracting activities to the U. S. Government pursuant to the FAR.

Your company has been identified as a significant subcontractor to **Level 3 Communications**. Per FAR 52.219-9, all subcontractors of **Level 3 Communications** who receive subcontracts in excess of \$650,000 are required to have a diversity subcontracting program in place. Since your company qualifies, you are requested to provide a diversity spend report to **Level 3 Communications**, which confirms that you do in fact have a diversity program in place. Although your company should be thoroughly familiar with the FAR requirements referenced above, the following provides **Level 3 Communications**’ requirements and process for Tier 2 reporting.

2.0 Certification and additional MWBE Resources

Level 3 Communications works in conjunction with and accepts third-party certification from the following organizations and councils:

- Affiliates of the National Minority Supplier Development Council (NMSDC)
- Affiliates of the Women’s Business Enterprise National Council (WBENC)
- Association for Service Disabled Veterans (ASDV)
- U.S. Small Business Administration (SBA)
- Certification from additional city, state, or federal agencies may also apply
- California Public Utility Commission (CPUC)*

*If your company offers products and/or services in the state of California, additional certification through the [California Public Utility Commission WMDVBE Clearinghouse](#) is required.

3.0 Report Timelines

- Submit reports to **Level 3 Communications** quarterly. [Download the report template.](#)
 - Reports are due by 12:00 p.m. (MST) on the second Tuesday of each month following quarter close, as specified below:
 - Q1 (Jan, Feb, Mar) – Report due April
 - Q2 (Apr, May, Jun) – Report due July
 - Q3 (Jul, Aug, Sep) – Report due October
 - Q4 (Oct, Nov, Dec) – Report due January
- Submit report in an excel report in the format provided.
- Submit Reports to: supplierdiversity@level3.com.

Diversity Report Legend

Direct Diversity Spending	Indirect Diversity Spending
Spending done with diverse suppliers that can be attributed to Level 3 or a contract with Level 3 .	Spending done with diverse suppliers that cannot be attributed to Level 3 or a Level 3 contract.
Note: Do not include SBE (small business) if there is no associated minority classification (i.e, okay to report women-owned small business, Asian-pacific small business, African American small business, Hispanic small business, Native American small business).	

4.0 Requirements

- Level 3's report form is available for [download at www.level3.com/t2report](http://www.level3.com/t2report).
- Report your company's diversity spend on a quarterly basis as requested in the report template. (Example below.)
- Gross procurement: Your company's total spend for the previous quarter. This includes diverse and non-diverse.
- Identify exclusions (specify what categories (if any) your company excluded from its spend calculation (i.e. utility, tax and employees.)
- Acknowledge and confirm subcontracting and other requirements set forth in FAR 19.704 and FAR 52.219-9.
- Support audits and surveys as may be applicable.

Example Quarterly Report:

Denotes a formula cell, please do <u>not</u> enter figures in these cells		Products		Services		Total
		Direct	Indirect	Direct	Indirect	
MBE (MEN ONLY)	Asian-Pacific					\$0.00
	Black					\$0.00
	Hispanic					\$0.00
	Native-American					\$0.00
	Other (Minority ONLY - Exclude Veteran-Owned and Small Business)					\$0.00
	Total Minority Men	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WBE	Asian-Pacific					\$0.00
	Black					\$0.00
	Hispanic					\$0.00
	Native-American			\$15,000.00		\$15,000.00
	Other	\$24,000.00				\$24,000.00
	Total Minority Women	\$24,000.00	\$0.00	\$15,000.00	\$0.00	\$39,000.00
DVBE	Disabled Veteran Owned - MEN					\$0.00
	Disabled Veteran Owned - WOMEN	100.00				\$100.00
	Total DVBE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00

Total Minority Business Enterprise (MBE Men Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--	--------	--------	--------	--------	--------

Women Business Enterprises (WBE)	\$24,000.00	\$0.00	\$15,000.00	\$0.00	\$39,000.00
---	-------------	--------	-------------	--------	-------------

Subtotal Women, Minority Business Enterprise (MWBE)	\$24,000.00	\$0.00	\$15,000.00	\$0.00	\$39,000.00
--	-------------	--------	-------------	--------	-------------

Service Disabled Veteran Business Enterprise (DVBE)	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
--	----------	--------	--------	--------	----------

TOTAL WMDVBE	\$24,100.00	\$0.00	\$15,000.00	\$0.00	\$39,100.00
---------------------	-------------	--------	-------------	--------	-------------

Gross Procurement	\$100,000,000.00
Exclusions	\$20,000,000.00
Net Procurement	\$80,000,000.00

Total Net Product Procurement	\$60,000,000.00
Total Net Service Procurement	\$20,000,000.00
Net Procurement	\$80,000,000.00

5.0 Supplier Diversity Contact

Supplier Diversity Program Manager
 10475 Park Meadows Drive
 Littleton, CO 80124
 Office: 303-566-1000
 Fax: 303-225-6040
supplierdiversity@level3.com