

The Association of Legal Administrators' supplier diversity initiative builds on our commitment to diversity, equity, inclusion and accessibility and our existing workplace diversity program. We believe our suppliers should reflect the communities we serve. By including and supporting diverse businesses in our supply chain, we create opportunity, promote innovation, and stimulate growth that enriches our marketplace as a whole.

Please return this form to Alicia Coleman by email to acoleman@alanet.org

Business Name: _____ Tax ID: _____

Please check the appropriate box for your federal tax classification. Check only ONE of the following boxes:

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Limited Liability Company

Write in tax classification (C=corporation, S=S corporation, P=Partnership): _____ Other

Street Address: _____ City: _____ State: _____ Zip: _____

Contact Person and Title: _____

Phone: _____

Email: _____

Website: _____ Year Established: _____

Total Number of Employees: _____

Do you have any personal relationships with the Association's employees? Yes No

If yes, please describe:

Signature: _____ Date: _____

The Association of Legal Administrators reserves the right to verify any information provided. Additionally, please be advised that ALA may share the information provided with our members to promote and foster diverse businesses in the legal industry supply chain and local, state, or federal agencies to support state-wide and local initiatives that equalize opportunities among underrepresented and underserved groups of people. ALA may also use the information provided in its marketing, promotional, and other materials.

Listed below are some widely used designations of diversity that can be certified. Whenever possible, please provide certification; if your business is not certified, please still answer in the way you would like to represent your business.

If you are unsure if your business meets the requirements of any of the following categories or if you have other questions, please refer to the Q&A on the following page.

Check all that apply:

- Small Business
- Small Disadvantaged Business
- Historically Underutilized Business (HUB) Zone Business

If Minority-Owned, please check:

- Black/African American
- Native American/Alaskan Native
- Latinx/Hispanic
- Asian
- Native Hawaiian/Pacific Islander
- Other: _____

If your business is at least 51% owned, controlled, and actively managed by any of the following, please check the associated box:

- Disabled Person(s)
- Service-Disabled Veteran(s)
- LGBTQ(s)
- Minority Person(s)
- Veteran(s)
- White/Caucasian Woman/
- Women
- Other: _____

Check your certifying agency or agencies:

- Women’s Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Federal government
- State government
- Local government
- Other: _____

Certification Expiration Date: _____

How Will My Information Be Used?

The name of your business, tax ID number, business address, and business type fields are necessary for completing federal 1099-MISC tax forms. If we do not have your correct information on file, the IRS can require us to withhold 28% of your payments.

The information you provide will assist the Association of Legal Administrators with measuring how much of the money we spend goes to diverse suppliers. In addition, we may use your answers together with information provided by our other suppliers to support state-wide and local initiatives that equalize opportunities among underrepresented and underserved groups of people.

Is My Business a “Small Business?”

The U.S. Small Business Association (SBA) provides specific [qualifications and registration forms](#). A size standard, which is usually stated in number of employees or average annual receipts, represents the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business for SBA and federal contracting programs. The definition of “small” varies by industry. For more information about size standards, contact the size standards specialist at your nearest [SBA Government Contracting Area Office](#). You also can contact the Office of Size Standards by email at sizestandards@sba.gov or by phone at 202-205-6618.

Is My Business a “Small Disadvantaged Business?”

According to the SBA, Small Disadvantaged Businesses must meet the requirements for a Small Business and also be 51% owned and controlled by one or more disadvantaged persons, which is a designation for those who are socially and economically disadvantaged. For more information and to register, visit the [SBA website](#).

Is My Business a “(HUB) Zone Business?”

The SBA defines HUB Zones as areas that have high unemployment, low median household incomes, or both. The SBA maintains [maps of HUB Zones](#). In addition to meeting the SBA Small Business Requirements, the principal offices of HUB Zone Businesses must be located in HUB Zones and 35% of a HUB Zone Business’ employees must reside in a HUB Zone. To apply for certification, visit the [SBA website](#).

Why Is There an “Other” Option for the Ownership Status and Minority Group Questions?

Diversity and inclusion are ever-evolving fields that demand constant re-evaluation. If you believe that you and your business are not represented by any of the categories listed in this form, please bring it to our attention.



DIVERSITY STATEMENT

The Association of Legal Administrators (ALA) fosters an inclusive environment and recognizes diversity's power to strengthen the organization through collaboration that values our talents, skills and experiences. Our mission is to empower legal management professionals to lead the business of law by advocating for diversity initiatives that provide an environment of equity, inclusivity and accessibility to everyone.

As emerging thought leaders in diversity, equity, inclusion and accessibility, we encourage conversations about, acceptance of and a focus on these issues throughout the legal community. While we may not have all the answers, we strive to keep listening to better expand our empathy and knowledge.

ALA commits to provide:

- Programs, resources, products and services that are accessible to everyone.
- Equitable hiring to ensure employment practices and policies serve to counteract unconscious biases.
- Encouragement for every individual to bring their authentic self to the table so we can acknowledge, confront and remedy any decisions or behaviors inconsistent with our mission.
- Building trust through open and honest communication based on mutual respect.
- Measuring and transparently reporting results on our progress in these commitments and our mission.

HOW WE CURRENTLY DEFINE DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY

Diversity recognizes, respects and values differences based on gender, race, skin color, ethnicity, national origin, age, religion, physical ability and sexual orientation. This also encompasses an infinite range of individual characteristics and experiences, such as communication style, career path, educational background, geographic location, income level, military experience, marital status, parental status and other variables that influence personal perspectives.

Equity eliminates barriers to fair treatment for underrepresented groups through systemic changes. Creating fair access, opportunity and advancement promotes the representation and participation of different groups of individuals.

Inclusion efforts aim to create a welcoming environment for everyone. Successful inclusion programs proactively identify and remove the barriers that impede the success of everyone, including those historically underrepresented in the legal industry, and foster a culture of respect and belonging.

Accessibility emphasizes the importance of improving the degree to which an environment, information, or product or service can be obtained. It ensures a level playing field for people by addressing physical and nonphysical barriers.

WE WANT YOU TO SEE AND FEEL OUR COMMITMENT TO DIVERSITY IN EVERYTHING WE DO.