

USC Supplier Readiness Checklist



Becoming a USC Supplier

- USC suppliers must meet certain minimum criteria and will only be invited to apply at the request of a USC department.
- The university does not accept unsolicited supplier applications.

USC will host events periodically throughout the academic year to meet potential suppliers.

*Please sign up with the **Supplier Interest Form** and/or **Trojan Shop Local Interest Form** to receive those updates.*

- Based on the type of goods and/or services provided, invited suppliers will receive access information via email from USC Supplier Data Management Services to the appropriate online application.

Minimum Criteria

All suppliers must:

- Maintain a physical street address for business purposes (however, a post office box is acceptable for remittances)
- Have a Federal Employer Identification or Social Security number (foreign suppliers may be exempt)
- Pass the screening process, including Taxpayer Identification Number verification and validation against the Office of Foreign Assets Control (OFAC) and Restricted Party Screening databases

Most suppliers must also:

- Have been in business for at least two years (independent contractors may be exempt)
- Carry general liability insurance of at least \$1 million per occurrence (independent contractors may be exempt), automobile liability coverage of at least \$1 million per occurrence (if supplier drives on campus property/may be waived in certain instances) and Workers' Compensation coverage (if required by law)

Suppliers must also agree to abide by university policies and procedures as well as all applicable state and federal laws.

- Caterers, construction suppliers, photographers, printers and all suppliers working with a healthcare unit at USC must meet additional criteria relevant to your business.

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Interest Form
Submission

- **USC Supplier interest Form**
- **Trojan Shop Local Interest Form**
 - <https://businessopportunity.usc.edu/>

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Proposal, Capability
Statements,
Financial Preparation
Resources

- **USC Bridges to Business Success Program**
- **Contract Readiness/Accelerator (Southern California Entrepreneur Ecosystem)**
- **Small Business Development Centers (SBDCs)**, e.g. Pacific Coast Regional
- **LA Economic Development Corporation (LAEDC)**, Business Assistance
- **Vermont Slauson Economic Development Corporation**, e.g. Women's Business Center

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Certification
Resources

- **Small Business Administration (SBA)**
- Website: <https://www.sba.gov>
- **National Minority Supplier Development Council (NMSDC) for Minority-Owned Business (MBE) certification**
- Website: <https://www.nmsdc.org>
- **Women's Business Enterprise National Council (WBENC) for Women-Owned Business (WBE) certification**
- Website: <https://www.wbenc.org>
- **U.S. Department of Veterans Affairs for Veteran-Owned Business (VOB) certification**
- Website: <https://www.va.gov>

**Additional Resources &
Information:**
<https://businessopportunity.usc.edu/>