WiLS Internal Vendor Management Guidelines

Created May 2024, reviewed October 2026

Purpose

This set of guidelines outlines WiLS' commitment to ethical vendor relationships that align with our organizational values. This document ensures the services WiLS receives are both high-quality and ethical. It serves as both guidance for WiLS when making purchasing decisions and also outlines WiLS' options if a vendor with whom we already do business acts in a way that does not align with our values.

Scope

This document applies to all third-party vendors and contractors engaged by WiLS. The WiLS Cooperative Purchasing team uses their own criteria to evaluate and manage vendor relationships.

Guiding Principles

- We expect vendor products and services to conflict neither with our organizational values nor other established policies.
- We prioritize vendors that clearly and openly support equity, diversity, and inclusion efforts.
- We expect vendors to be knowledgeable of and comply with Wisconsin and federal laws concerning data privacy, records disposal, and accessibility.
- We expect vendors to align with the ALA Code of Ethics of our library members.
- Relationships with our vendors should be in the best interest of our members.

Considerations for Vendor Selection

- WiLS staff, with the support of the Director, will evaluate vendors at the start of the relationship and on an ongoing basis based on the following categories:
    - Values alignment
    - Alignment with other WiLS policies
    - Usability/performance
    - Vendor communication
    - Financial sustainability (initial and ongoing costs)
- Vendors that do not acceptably meet the above criteria may either not be selected, the relationship may be re-evaluated, or the relationship may be ended.