



Light
Source

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 Message from the CEO



Evergy is committed to Supplier Diversity. For more than three decades, through our history with legacy KCP&L, we have been a leader in developing relationships with minority, veteran, and women business enterprises to compete for corporate contracts and succeed in every sector of our business.

Through this rich history, we have been recognized by the community as a business partner of choice. Today Evergy continues this commitment to being a leader in Supplier Diversity, and empowering a better future in the communities we serve.

We look forward to working with you.

Sincerely,



Terry Bassham
CEO
Evergy

Vision

To provide guidance and connections to emerging diverse suppliers in our service territory by helping them grow, develop and be viable and sustainable business partners.

Mission

“Empowering a better future in the communities we serve.”

This is the cornerstone of Evergy’s guiding principles and it is the soul of Evergy’s Light Source program.



Program Purpose

Light Source is a mentoring program that seeks to nurture emerging minority, veteran, and women-owned businesses in the community.

Light Source supplier Mentees are paired with a senior Evergy leader (Champion) and a procurement advocate. These individuals provide business advice and counsel, connects them with training options and helps expand their network of contacts and business opportunities. Through the Light Source program, Evergy helps local diverse businesses grow – and when they succeed, our company, their company, and our community wins through economic development.



Program Guidelines

- Suppliers seeking to participate in the program must meet minimum eligibility requirements and qualifications listed below.
 - Be a minority, veteran, LGBT or woman-owned business located within the communities served by Evergy.
 - Preference is given to emerging diverse businesses in distressed areas of Evergy's service territory, particularly those who have a strong desire to grow and-create jobs within the distressed areas.
 - Meet Evergy's safety requirements.
 - Have a desire to grow their business.

- Applications to the Light Source (LS) Program are accepted throughout the year and graduation from the program occurs as agreed upon by mentor and mentee. Evergy reserves the right to limit participation in the program.

- Referrals are made to the Supplier Diversity Managers. Upon candidate evaluation the SD Managers will recommend to the VP of Supply Chain qualified candidates. The VP of Supply Chain will determine approval of the successful candidates and these will be ratified by the LightSource Committee of the Supplier Diversity Advisory Council.

- LS participant, Executive champion/sponsor and Procurement advocate will meet regularly, at a frequency and schedule mutually agreed upon.

- Participant agrees to provide an agenda in advance of regularly scheduled meetings and supply any pending reports agreed upon in prior meetings to their Executive Champion and the Supplier Diversity Manager. In addition, at the 12-month mark of the program, mentee agrees to provide a year-end dashboard that summarizes their financial position and provides an executive summary outlining the benefits and/or challenges of the LS program to the team. Issues, action plans,

and results will be discussed regularly, tracked and monitored using a Scorecard.

- The agendas and the notes from the meetings will be compiled by the Supplier Diversity Managers.
- CEO will be updated on what suppliers and mentors are paired together and how the suppliers are doing in the program.
- There is a minimum, 1 year, commitment to the Program, but participation can be renewed for up to a total of 2 years based on mutual agreement.
- After successful completion of the Light Source Program, participants will graduate to Alumni Status.



Program Objectives

The objectives of the Light Source program are to:

- Mentor and nurture emerging diverse businesses to be sustainable and profitable enterprises
- Support job growth in distressed areas of local communities
- Provide opportunities to:
 - Grow network of business contacts
 - Develop business acumen
 - Develop financial skills
 - Nurture operational capabilities
 - Increase networking
- Enhance supplier resource base
- Support Energy Supplier Diversity goals and increase awareness of Energy Supplier Diversity program

- Foster economic development & community improvement

The Light Source program is **not**:

- ***An opportunity to automatically win/grant Evergy business***
- ***A guarantee for business success***

 **Program Benefits****Benefits of Light Source to Mentees:**

- Gain a better understanding of bid and award procedures
- Gain exposure and access to a variety of business resources and expertise
- Enhance capabilities and skills
- Increase visibility in the community
- Participate in workshops and training opportunities
- Gain access to conference and meeting rooms

Benefits of the Light Source Program for Everygy:

- Strengthen relationships with diverse suppliers
- Develop suppliers in ways that benefit the company
- Enhance supplier resource base
- Foster economic development and community improvement
- Further supplier diversity outreach and development



Roles and Responsibilities

The success of the program and quality of the relationships is dependent upon the level of commitment by everyone involved. Please dedicate the time and come prepared to each meeting/event.

Evergry Light Source Champion (Executive)

- Shares potential business opportunities with the participant.
- Shares networking/connection opportunities with participant.
- Identifies training opportunities for the participant.
- Provides guidance and advice on topics impacting the business such as financials, business plans, leadership skills etc.
- Provides feedback upon conclusion of bid and award events (if any), along with the Procurement Advocate.
- Ensures confidentiality of information shared.
- Complies with the guidelines of the Light Source Program.
- Meets with the supplier to discuss their current status, implement action plans, and determine measurable progress.
- Work with Supplier Diversity Manager as needed to identify a team of Evergry business contacts, if subject matter support is desired.
- Complies with the guidelines of the LS Program.

Light Source Supplier (Minority/Women/Veteran-Owned Business Enterprise)

- Establishes goals and objectives for their meeting with executives for the year and sets agenda for each meeting.
- Provides open and honest communication about their business with mentor.
- Is proactive in assessing their current needs.
- Attends review meetings with executive and asks questions that will assist you in growing your business
- Shares business information (successes and failures), financials and business plan with executive on a confidential basis.

- Submits agenda prior to every meeting and a year-end dashboard. *(If not submitted may be released from program.)*
- Must be in good standing if doing business with Evergy.
- Adheres to Evergy procurement policies and procedures.
- Must read and sign Code of Ethical Business Conduct
- Must be a certified M/WBE/VO or in the process of being certified.
- Complies with the guidelines for the LS Program.

Procurement Advocate

Communicates with Supplier on:

- How to do business with Evergy (RFP's, etc)
- Safety #1
- Ensure inclusion in upcoming opportunities
- Provides feedback if supplier wins bid and if not provides guidance
- Guidance on RFP's with other companies

Communicates with Executive on:

- Bid & bid opportunities
- Contract Awards
- Supplier performance
- Issues or opportunities for improvement
- Attends quarterly executive-supplier meetings

Supplier Diversity Manager (SDM)

- Administers Light Source Program and alumni events.
- Identifies and qualifies potential Light Source suppliers with the assistance of the SD Advisory Council and approval of VP, Supply Chain
- Acts as liaison between Participant, Executive and Procurement Advocate.
- Helps identify and communicate M/WBE/VO training and business development opportunities.
- Prepares and maintains periodic reports to Executive and participants.
- Provides guidance to participants and Executive on goals/objective setting and meeting agendas.



Training and Program Resources

One key to success is ongoing learning and access to information.

Training on the topics listed below will be offered by both internal and external resources available to Evergy. In addition, Champions will work with the Supplier Diversity Manager to connect Light Source Suppliers with Evergy subject-matter experts on an as-needed basis.

The following training may be offered based on Champion's assessment of needs:

a. Finance

1. Basic accounting and finance
2. Budgeting and cash flow

b. Risk Management

1. Insurance and bonding
2. Safety education and information
3. Financial risk
4. Business operating risk
5. Contractual and legal risk

c. General Business

1. Recruiting and retention of employees
2. Policies, processes and procedures
3. Marketing and sales

d. Procurement Process

1. RFP preparation
2. Pre-qualifications
3. Bid and award process

Evergy partners with several local organizations to provide other training opportunities.

 **Light Source Alumni Status**

- After successful completion of the Light Source Mentoring Program, mentees will graduate to alumni status.
- As alumni of the LS program, a supplier may continue to be invited to special networking and educational events.



Light Source Program Application

Date:	
Company Name:	
Address:	
Company Telephone:	
Principal Participating in Light Source:	
Principal Telephone:	
Referral Source:	

**Company Description – Business model, products and services.
(200 words max):**

Why should you be considered for the Light Source Mentorship Program? (200 words max)



Are you interested in growing your business? Y/N

**How would you describe your desired growth?
(Please use actionable items)**

Examples: Develop a safety plan; Grow revenues ____, Expand business to a new location; Grow clientele by __%; Prepare to bid with larger companies; Develop a marketing strategy, Establish a sound financial reporting system; Learn about Human Resources; Explore Information Technology Solutions; Restructuring business, etc.

1.

2.

3.

Please describe the business areas you need most help with (Circle or cross over the areas your business would benefit from support in.):

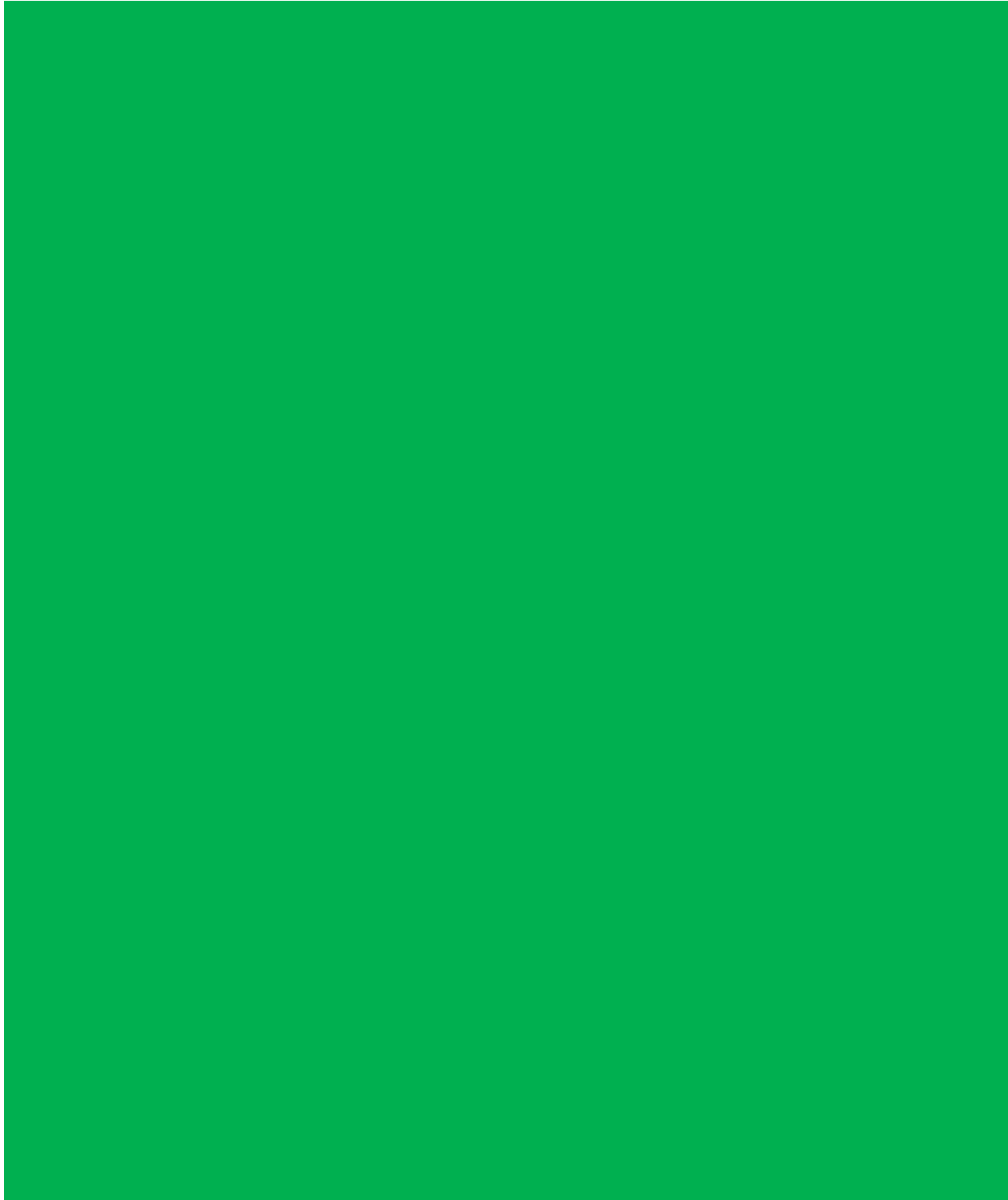
Accounting/ Finance	Supply Chain	Marketing	Human Resources	Information Technology
Safety	Contract Language	Business Development	Network Development	Other

If you chose other, describe the area you need support with:

Financial and Operational Information:

Line Item	Current Year Budget	Projected Year	Desired Goal
Revenue			
Operating Expense			
Net Profit			
Cash In			
Cash Out			
Cash Flow			
Total Assets			
Total Liabilities			
No. of Employees			
No. of Customers			

Should you be accepted to this program, you will be matched with a Vice President in Evergy and a Procurement Advocate. It is important that you think through how you will use your twelve months with your officer. Please provide a brief Executive Summary of your expectations at the end of 12 months:



By completing this application, you agree to the following:

- **I will uphold the values of Evergy; safety and people first being two core values;**
- **I understand that should I be accepted to this program I am not guaranteed business with Evergy;**
- **I understand that I will provide my certification of diverse status to the Supplier Diversity managers; should I not be certified, I will begin working on my certification process;**
- **I will come prepared with a written agenda to each meeting;**
- **I will bring supporting documentation and follow-up information to each meeting to ensure progress is measured;**
- **I will be honest with my Evergy team regarding successes and failures;**
- **I am willing to share my success stories and have my photo in social media when it pertains to celebrating the Light Source program;**
- **I will communicate with the Supplier Diversity Manager if my executive is not a match;**
- **I am expected to complete an exit survey where I will address my successes and pain points during the program;**
- **If I do not comply with the expectations outlined in this document and the program brochure the program can be terminated;**
- **I understand Evergy is interested in supporting my growth, however, should I feel the program is not a good match I can stop my participation at any time with written notice.**

Applicant

Supplier Diversity Manager

Light Source Evaluation Document – Supplier Form

Date:	
Company Name:	
Principal Participating in Light Source:	
Mentor:	
Procurement Advocate	
Supplier Diversity Manager	

Rate the effectiveness of your Supplier Diversity Manager (1 is the lowest score, 10 the best possible score):

Explaining the program:

1 2 3 4 5 6 7 8 9 10

Onboarding you with the program once accepted:

1 2 3 4 5 6 7 8 9 10

Responding to your concerns:

1 2 3 4 5 6 7 8 9 10

Comments:



Rate the effectiveness of your Procurement Advocate (*1 is the lowest score, 10 the best possible score*):

Explaining the bid process:

1 2 3 4 5 6 7 8 9 10

Providing quality feedback:

1 2 3 4 5 6 7 8 9 10

Responding to your concerns:

1 2 3 4 5 6 7 8 9 10

Comments:



Rate the effectiveness of your Executive Mentor (1 is the lowest score, 10 the best possible score):

Providing quality solutions and resources:

1 2 3 4 5 6 7 8 9 10

Developing a good relationship:

1 2 3 4 5 6 7 8 9 10

Advocating for you within the Evergy network and outside:

1 2 3 4 5 6 7 8 9 10

Helping you understand new concepts:

1 2 3 4 5 6 7 8 9 10

Integrating other Evergy staff resources when needed:

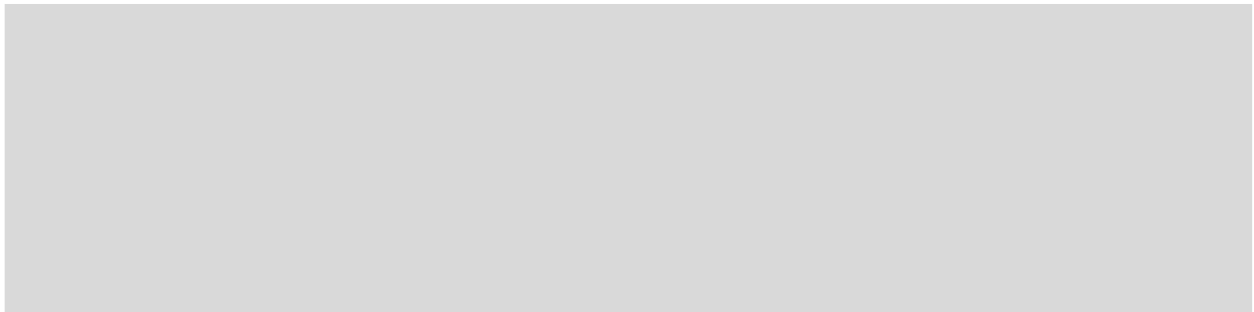
1 2 3 4 5 6 7 8 9 10

Comments:

What was the best part of participating in Light Source:



What was the most challenging part of participating in Light Source:



Light Source Evaluation Document – Executive Form

Date	
Mentor	
Company Name	
Principal Participating in Light Source	
Procurement Advocate	
Supplier Diversity Manager	

Rate the effectiveness of your Supplier Diversity Manager (*1 is the lowest score, 10 the best possible score*):

Onboarding you and your mentee:

1 2 3 4 5 6 7 8 9 10

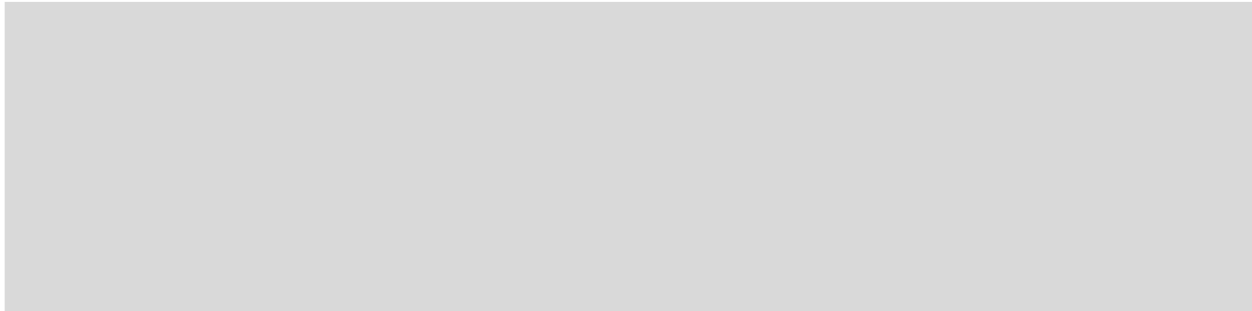
Supporting you through the process:

1 2 3 4 5 6 7 8 9 10

Responding to your concerns:

1 2 3 4 5 6 7 8 9 10

Comments:



Rate the effectiveness of your Procurement Advocate (*1 is the lowest score, 10 the best possible score*):

Collaborating with you as bids became available:

1 2 3 4 5 6 7 8 9 10

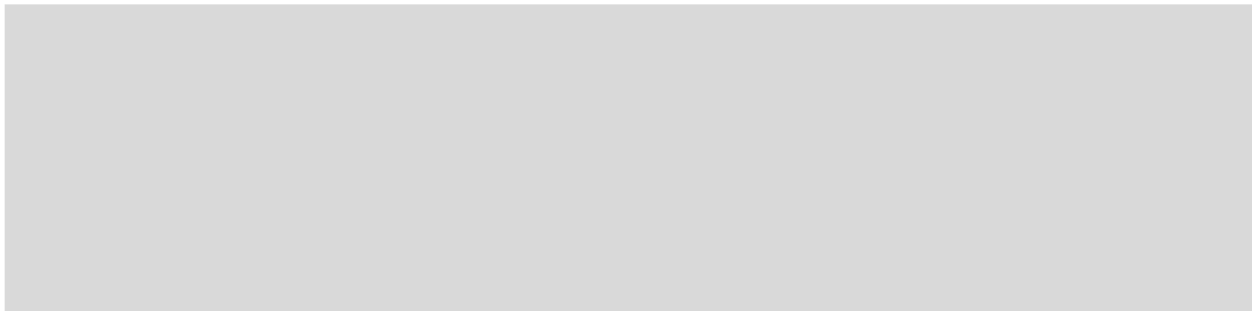
Providing quality feedback:

1 2 3 4 5 6 7 8 9 10

Responding to your concerns:

1 2 3 4 5 6 7 8 9 10

Comments:



Rate the effectiveness of your Mentee *(1 is the lowest score, 10 the best possible score):*

Showing up prepared to each meeting (written agenda prior to meetings and providing sound documentation):

1 2 3 4 5 6 7 8 9 10

Fostering a good relationship:

1 2 3 4 5 6 7 8 9 10

Responding to feedback and acting on recommendations:

1 2 3 4 5 6 7 8 9 10

Applying concepts suggested:

1 2 3 4 5 6 7 8 9 10

Integrating well with Evergy staff and external resources when needed:

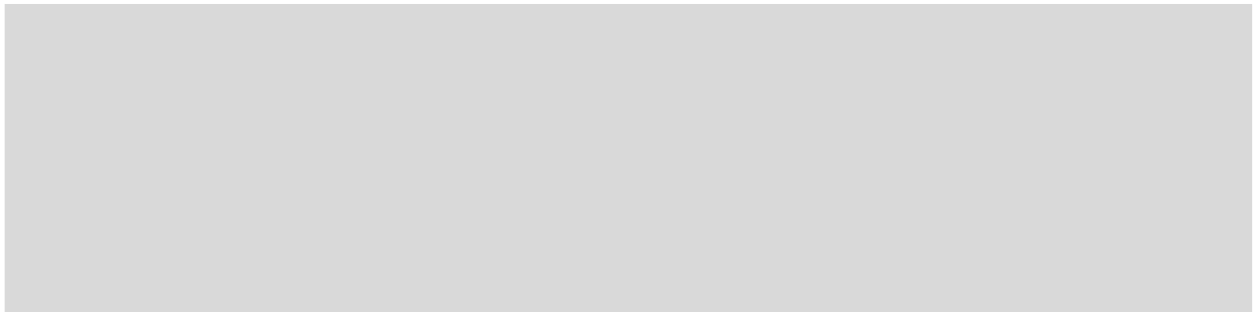
1 2 3 4 5 6 7 8 9 10

Comments:

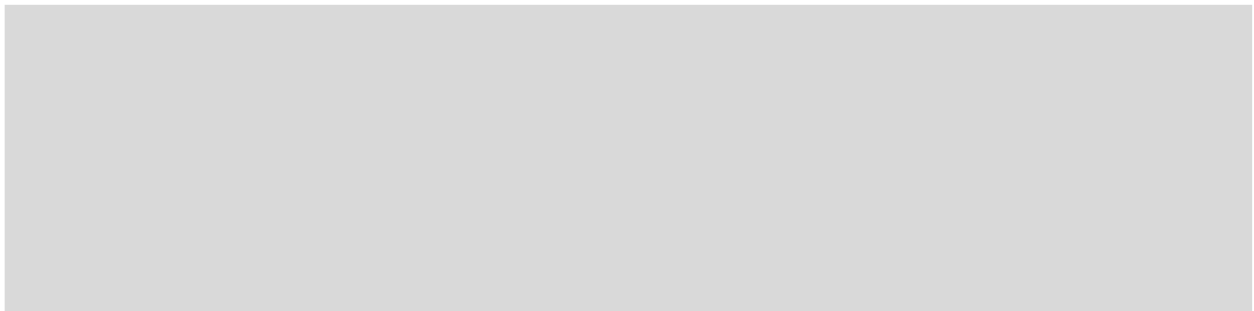
What was the best part of mentoring this supplier:



What was the most challenging part of supporting this supplier:



Did you achieve the goals you set for yourself?



Light Source Supplier Dashboard

Company	
Principal	
Mentor	
Date	
Period	

Only fill the current information, the projected numbers will be developed with your mentor.

Program Goal:

Business Information:

Staff load:

Staff Type	Current	Projected	%Change	% of Total Budget	% Diverse Staff
Full Time					
Part Time					
Contracted					

Financial Position

If you have accounting software, please provide the following documents instead of filling out these cells;

- Balance Sheet
- Profit and Loss
- Budget

If you don't have access to these documents, please fill in the following:

Sources of Revenue	Current Year	Next Year Projected	% Difference
1.			
2.			
3.			
4.			

(Feel free to use another sheet if you have more line items)

Expenses	Current Year	Next Year Projected	% Difference
1.			
2.			
3.			
4.			

(Feel free to use another sheet if you have more line items.)

Receivables	Current Year	Next Year Projected	% Difference
1.			
2.			
3.			
4.			

(Feel free to use another sheet if you have more line items.) (Receivables are the total amount of work you have billed and is unpaid.)

Liabilities	Current Year	Next Year Projected	% Difference
1.			
2.			
3.			
4.			

(Feel free to use another sheet if you have more line items.) (Liabilities are amounts you owe, loans, vacation and sick time, money that is assigned to something, etc.)

Available Cash	Last Year (Year End)	Projected This Year	% Difference
Revenue (Under) Over Expenses			

Actionable Goals (Lag Measures)

1.

2.

Action Items to pursue (Lead Measures)

1A.

2B.

3C.

4D.

2A.

2B.

2C.

2D.