

# Supplier Diversity Inclusion Plan

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**Agency:** Clover Park Technical College

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Agency’s plan to increase participation of small minority-, women- and veteran-owned firms:

**Statement of Commitment:** In accordance with RCW 39.19.060; Clover Park Technical College is committed to maximizing opportunities for certified minority and women owned businesses to contract with the college for the procurement of goods and services. Clover Park Technical College is dedicated to ensuring these certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

**Responsibility:** The responsibility for managing the Supplier Diversity Strategic Initiative and its content is the Vice President for Finance and Budget. The Vice President delegates implementation, monitoring and reporting under the plan to the Purchasing Coordinator.

**Strategic Approach to Outreach:** Clover Park Technical College will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms’ participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations that include request for quote, request for proposal as well as formal invitation to bid. If no certified MBE or WBE firms are identified for a specific commodity or service, Clover Park Technical College will check OMWBE website of contact OMWBE directly.
2. Clover Park Technical College may exercise independently those powers to purchase from alternative ( besides GA) contracts to increase opportunities for certified MWBE’s to do business with the college (RCW 28B.10.029)
3. The Purchasing Department through training will encourage departments to use the MOWBE site (<http://omwbe.wa.gov/directory-of-certified-firms/> and <http://des.wa.gov/services/contracting-purchasing/current-contracts> ) when procuring goods and services.
4. Through College approved Policy; MWBE certified firms will be given preference when all other criteria are equal.

The Purchasing Coordinator will provide as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy. The Director of Budget and Finance, in collaboration with the Purchasing Coordinator, will provide as-needed training to Budget and

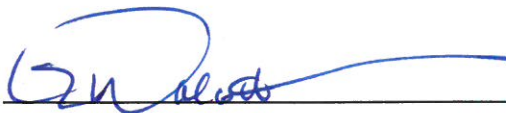
Finance staff regarding input of data for vendor records to include verification of federal tax identification number in order to track MWBE firms.

**Record Keeping and Reporting:** Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and POs will be kept in the college's Purchasing Office and the Accounts Payable official payment records. Accuracy in reporting expenditures to OMWBE will be the responsibility of the Finance Department, under the umbrella of Budget & Finance. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the SBCTC-IT (State Board for Community and Technical College – Information Technology). CPTC will work with Prime Contractors to identify all MWBE Subcontractors and track them on the Subcontractor table.

**Complaints/Protests:** The following process is available to any vendor that chooses to file a protest or complaint: Protests shall be filed and resolved in accordance with Washington Administrative Code (WAC) 236-48-141 through 143. Complaints filed prior to award are to be addressed to the Purchasing Coordinator in charge of the bid. Protests filed after the award, and in accordance with above referenced WAC, are to be addressed to the Vice President of Finance & Administration, Clover Park Technical College.

**Review and Assessment:** The Purchasing Coordinator will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity. The Purchasing Coordinator, Director of Budget & Finance, Vice President for Budget and Finance and others as delegated by the President will review the entire plan and propose additions, changes or deletions.



Lisa M. Wolcott  
Director of Budget & Finance

12.8.16

Date