



# Supplier Diversity Inclusion Plan

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

## Agency: Central Washington University

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## **Central Washington University**

### **Supplier Diversity Inclusion Plan**

#### Statement of Commitment

Central Washington University is committed to maximizing opportunities for both certified minority and women owned businesses to contract with the University for the procurement of goods and services. Central Washington University (CWU) is dedicated to ensuring the diverse 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 Inclusion Plan and its content is the Director of Contracts & Procurement and the Executive Director of Facilities Management. These two individuals are accountable for implementation, monitoring and reporting under the plan. They shall work in conjunction with the Purchasing Office and the Facilities Management staff to facilitate procurement activities that are conducted within the parameters of the plan.

#### Strategic Approach to Outreach

CWU will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms, and Diverse Business participation in procurement activities including but not limited to the following:

1. Develop a process for accepting self-certification due to the limited availability of certified firms local to our Ellensburg campus. Kittitas County has only 5 certified vendors and Yakima County 16 certified vendors. This pool is not sufficient to enable meaningful participation locally. By broadening our prospective providers, we will be able to provide the greatest inclusion of Diverse Businesses.
2. Develop a process for reporting participation of OMWBE certified sub-contractors on capital projects.
3. Consistent use of WEBS in accordance with the law for posting competitive solicitations by institutions of higher education. If no certified small minority-, women- and veteran-owned firms are identified for a specific business type or service, contact OMWBE directly.
4. The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals requiring bidders to submit diversity plans with their proposals.

5. Purchases will be un-bundled when practicable to maximize small minority-, women- and veteran-owned firm participation.
6. Work with the Department of Enterprise Services Business Diversity Initiatives Manager to identify new opportunities to increase diverse vendor participation.
7. RCW 28B.10.029 indicates that institutions of higher education may exercise independently those powers to purchase from alternative (besides State) contracts to increase opportunities for certified small minority-, women- and veteran-owned vendors to do business with the University. CWU will actively seek out and communicate such sources, when available, for goods and services to the campus purchasers.
8. The University will make every effort to participate in vendor outreach programs such as the annual training provided by the Department of Enterprise Services or events relating to Supplier Diversity.
9. The Director of Contracts and Procurement and the Executive Director of Facilities Management shall actively seek local disadvantaged firms when available and recommend certification with the OMWBE and self-certification opportunities. Utilizing them to the extent practicable, or already occurring below the direct buy limit.
10. The Director of Contracts and Procurement and the Executive Director of Facilities Management will work with the VP of Inclusivity and Diversity, the VP of Business and Financial Affairs, and the Center for Diversity and Social Justice or other student groups to raise awareness on and around campus about the benefits of a diverse supplier base and how to buy from them.
11. Facilities Management will increase awareness to the bidding community and major prime contractors of the University's desire to facilitate diverse business opportunities in the bid environment (without preferential treatment).
12. Facilities Management projects will include subcontracting plans, when appropriate, to increase opportunities to diverse subcontractors.
13. Facilities Management project managers will encourage certification (both OMWBE and self) and pursue active reporting after award.
14. Facilities Management will require consultants and contractors on the CWU consultant roster and small works roster to provide a Business Diversity Plan.

### Staff Training

The Director of Contracts and Procurement and the Executive Director of Facilities Management will strive to provide as-needed training to their department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

Training materials and presentations will be developed for training the campus procurement community regarding the state's goals for increasing diverse firm participation in University business and some practical ways to utilize such firms.

## Goals and Objectives

### *Current Annual Goals – Process*

In order to set meaningful, realistic and attainable goals, CWU will commit to getting the resources in place in order to do the following:

1. Collect historical data by type of procurements.
2. Compile, analyze and interpret 3 fiscal years' worth of data (beginning with FY 15) to create a baseline goal.
3. Determine realistic annual goals based on baseline results.

Central Washington University's annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of diverse firms available, CWU's success rate at meeting its previous goals, and whether there is an opportunity to encourage additional diverse firms to participate.

Our process for setting individual contract goals will follow the same strategies as outlined above for setting annual goals.

### Record Keeping and Reporting

Record keeping related to the CWU's Supplier Diversity Inclusion Plan, including copies of contracts, awards and PO's will be kept in the originating office records. Self-certifications shall be collected and maintained in the Facilities Management Office and Purchasing Office.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Director of Contracts & Procurement.

### Plan Review and Assessment

The Director of Contracts & Procurement will review all competitive procurement policies, procedures, contract language and forms for goods and services to ensure that they follow Supplier Diversity Strategic Initiative guidelines. The Executive Director of Facilities Management will perform the same service for capital project related procurements.

The Supplier Diversity Inclusion Plan will be reviewed and updated annually by the Director of Contracts & Procurement and Executive Director of Facilities Management to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process a team made up of the Director of Contracts & Procurement, Executive Director of Facilities Management, the VP of Business and Financial Affairs, and the VP of Operations will review and assess the entire proposed plan prior to publishing with OMWBE.