

CENTRALIA COLLEGE - Supplier Diversity Inclusion Plan – FY17

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Centralia College's plan to increase participation of small minority-, women- and veteran-owned firms:

1. Centralia College will participate in the following activities and outreach events with the M/WBE community:
 - Contact the Office of Minority & Women's Business Enterprises office for assistance in identifying certified vendors for certain commodities when needed.
 - Communicate with other colleges regarding certified vendors available to provide goods or services utilized in a Higher Education setting.
 - Attend outreach event(s) with the Washington Procurement Technical Assistance Center.
 - Attend vendor events in Olympia sponsored by OMWBE or by the Dept. of Enterprise Services/Contracting & Purchasing.

2. Centralia College will utilize the following strategies to work towards our goals:
 - Utilize the WEBS bidding portal for all large procurements to maximize notification of bid opportunities to all vendors, including certified Minority & Women-owned firms.
 - Refer to the certified vendor directory on the OMWBE website when looking for potential vendors to fulfil a procurement need.
 - Review WEBS vendor lists utilizing their commodity listings as another way to identify certified firms for smaller purchases.

3. Centralia College will conduct the following training and activities designed to promote M/WBE inclusion and accurately record purchases made:
 - Periodically provide training to Accounting staff regarding the OMWBE program and proper tracking of expenditures with certified firms. Include information on how to record expenditure data for subcontractor data when utilizing a certified firm.
 - Include federal tax id#'s on all payment documents.
 - Download excel sheet version of certified vendor database periodically as another method to search for certified firms able to fulfill our needs.
 - Share information with campus staff regarding the OMWBE program when providing purchasing training. Include information about certified firms.