

Supplier Diversity Inclusion Plan

Agency: EDMONDS COMMUNITY COLLEGE

Agency Number: 610

Contact: DeAnn Wells, C.P.M., A.P.P. (425) 640-1673 deann.wells@email.edcc.edu
(Name) (Telephone) (Email)

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

BACKGROUND

The Edmonds Community College (EdCC) Purchasing Office works actively with our campus departments and offices to identify programs and to procure general goods, equipment, food and beverages, office products, IT systems and components, janitorial supplies, educational commodities, and many services from business vendors.

EdCC welcomes access for all parties and companies and is committed to providing maximum opportunity to participate in all of the procurement and contracts offered by the College. We are committed to honoring diversity, equity and inclusion for individuals and businesses of all experiences and perspectives. The College ensures that minority-owned, women-owned, small, veteran-owned and service-disabled-veteran-owned businesses have opportunity to participate in purchasing and contracting at Edmonds Community College. We strive to contact and form relationships with the companies owned by minorities, women, veterans, as well as any businesses found that are located in historically underutilized business locations whenever possible in order to increase the depth and diversity of our supplier pool by promoting fair and open access to all procurement competitive solicitations offered by the College.

Per Washington State law, Edmonds Community College does not show any preference nor discriminates in the awarding of any contract based on ethnicity or gender of business owners. Per RCW39.19, the College encourages participation in all of its contracts by minority and women-owned business enterprises (MWBE) certified by the WA State Office of Minority and Women's Business Enterprises (OMWBE).

Participation can be on a direct basis in response to competitive solicitation, or as a subcontractor to a proposer/bidder. No preference is included in any contract evaluations, no bid/proposal will be rejected or considered as "non-responsive" and no MWBE participation is required, as a condition of receiving a contract award.

EdCC PLAN

Outreach

1. Continue to focus on outreach efforts to identify additional OMWBE-certified vendors. Outreach to involve meetings with vendors and consultation with DES and OMWBE.

2. Continue to network with other educational institutions to obtain information on OMWBE-certified vendors.
3. Whenever possible, attend commodity and trade fairs/meetings to identify possible OMWBE-certified vendor sources for commodities.
4. Maintain an internal, current list of possible OMWBE-certified vendors by commodity for use in future solicitations and contacts.
5. Encourage minority, women, veteran-owned businesses to contact and register with the OMWBE.
6. Encourage minority, women, veteran-owned businesses to register in the WA State DES WEBS system.
7. Continue to review DES contract websites and OMWBE sites for possible OMWBE-certified vendors.

Identifying College Contracting Needs / Procurement

1. Continue to work with campus departments and offices to understand upcoming projects and timelines to allow time to research possible OMWBE-certified available sources.
2. Proactively plan for the acquisition of goods and services through competitive solicitations broken into segments whenever possible to promote OMWBE-certified participation.
3. Continue to expand WEBS use and search to ensure MWBE notification and invitation to bid on all competitive solicitations.
4. Continue to identify OMWBE-certified vendors in the EdCC Purchasing Express system whenever a contract is awarded or order issued.
5. Continue to provide service in accordance with State, Federal and College policy and procedures.
6. Continue to provide information regarding OMWBE and certified vendor outreach in the Purchasing Office's "Purchasing Process" class offered to all College employees who perform purchasing functions.
7. Provide quality of ethical service per the National Association of Educational Procurement Code of Ethics.

Monitoring of Plan

1. Work with the College's Finance and Accounting offices to monitor and track the College's spend with OMWBE-certified vendors.
2. Work with awarded vendors who subcontract with OMWBE-certified subcontractors to monitor and track spend.
3. Provide this Plan's efforts and progress to the Office of Women and Minority Business Enterprises annually or as requested.