

**Seattle Colleges District**  
**Supplier Diversity Plan**  
**2016**

Board of Trustees and Chancellor's Commitment

Seattle Colleges District (SCD) is committed to maximizing opportunities for certified minority and women owned businesses to contract with the SCD for the procurement of goods and services. Seattle Colleges District is dedicated to ensuring the certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

Responsibility

The Vice Chancellor for Finance and Technology is responsible for directing the Supplier Diversity Strategic Initiative and implementation of the Supplier Diversity Plan at the Seattle Colleges District.

Strategic Approach to Outreach

Seattle Colleges District will take a strategic, pro-active approach and plan in soliciting Minority and Women Owned Firms (MWBE) and increasing participation by these firms in its procurement activities. The plan includes but not limited to the following:

1. Assign a Supplier Diversity Coordinator to dedicate time to this plan and its success and achievement
2. Provide opportunities to all vendors and contractors through open competition, and to maximize opportunities for small businesses and MWBE's
3. Advise all Purchasing Card holders regarding the importance of utilizing MWBE's
4. Investigate the usage of MWBE's for all purchases under the competitive dollar threshold
5. Include links to the Washington State Office of Minority and Women's Business Enterprises (OMWBE), and King County's Small

Contractors and Suppliers (KC-SCS) web site on Purchasing's own web page

6. Join national and local minority association and present SCD at MWBE trade fairs and events; examples are:
  - National Minority Supplier Development Council and its Northwest Chapter (NWMTNMSDC) and have a booth at their annual trade show
  - Tabor 100 and participate in their monthly meetings
  - WDOT Supplier Diversity Summit and attend their quarterly meetings
  - King County Regional Contractor's Forum
7. Design and develop a Vendor Guide brochure for presenting to MWBE firms at designated events and meetings
8. Post purchasing and contracting opportunities on the Washington Electronic Business Solution (WEBS), the SCD site - *Business Opportunities: Doing Business with SCD*, and any potential MWBE web sites
9. Include MBE and WBE firms meeting or surpassing RCW 28.10.B.029(iii) and check the OMWBE and KC-SCS web site for each competitive solicitation
10. Continuously contact OMWBE, KC-SCS, and NWMSDC directly if no certified MBE or WBE firms are identified for a specific commodity or service
11. Draft and publish all formal and informal solicitations in such a manner to encourage successful competition and/or subcontracting by MWBE firms
12. Review large scale contracts and encourage subcontracting to maximize MWBE participation for non-construction projects such as:
  - Work with project managers to assure certified MWBE firms are given opportunities to compete, and invite supplier diversity subject matter experts to speak at pre-bid meetings for large projects
  - Work with project managers to maximize time frame for firms to respond to bids

13. Participate in vendor outreach programs in Washington such as OMWBE, Department of Enterprise Services training sessions, and/or WDOT Supplier Diversity Summits
14. Encourage and assist minority and women-owned businesses to certify their businesses with OMWBE and/or KC-SCS
15. Provide all SCD procurement card (Pcard) holders with a web link to certified MWBE suppliers

### Staff Training

The Vice Chancellor for Finance and Technology assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Procurement Director will provide both annual and as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Procurement Director will provide both annual and as-needed training to procurement card holders regarding direct purchases from certified WMBE suppliers.

### *Baseline and Annual Goals – Process*

Set a meaningful, realistic, and attainable annual goal for the Seattle Colleges District in doing business, and continuously increasing its overall spend with small businesses and MWBE's

Two set of processes:

Setting Overall Annual Goal:

1. Use the Calendar Year 2015 as a baseline
2. Collect historical data
3. Analyze and interpret data to set an overall annual goal for SCD

### *Annual Goals*

Seattle Colleges District 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 MWBE firms available, and SCD's success rate at meeting its previous goals,

and whether there is an opportunity to encourage additional MWBE firms to participate, particularly in areas of historical under-representation by MWBE firms.

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 SCD's Supplier Diversity Strategic Initiative, including copies of contracts, awards, and purchase orders will be kept in the Purchasing Department. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

### Review and Assessment

The Procurement Director 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. As part of the annual goal-setting process, the Procurement Director, Vice Chancellor for Finance and Technology, and others as delegated by the Chancellor, will review the entire plan and propose additions, changes, or deletions.