

# Supplier Diversity Inclusion Plan

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**Agency:** Lake Washington Institute of Technology

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

The Lake Washington Institute of Technology (“LWTEch) is committed to providing business opportunities for Diverse Suppliers, such as Minority, Women, Veterans, Lesbian/Gay/Bisexual and Transgender (“LGBT”) – owned enterprises. We recognize the value proposition provided by diverse businesses which increases competition and supports the local economy. We will strive for inclusion of Diverse Suppliers for procurements when practical and provide feedback when requested and appropriate for vendor development. When practical and efficient, we will consider breaking down projects to encourage small business participation.

The Manager Purchasing Services will be responsible for identifying and guiding possible Diverse Supplier engagement opportunities along with the vendor on –boarding process. The Manager Purchasing Services shall report activities under the initiative to the Vide President Administrative Services on a regular basis or as appropriate.

The Lake Washington Institute of Technology will strive for 10% increase in Diverse Supplier spend as a percentage of overall Purchasing Department-controlled spend.

The Purchasing Department training will include the value of, and expectations for Diverse Supplier inclusion. Department will be recognized internally for supporting Diverse Suppliers, which will help further promote support of Diverse Suppliers.

LWTEch procurement staff will seek opportunities to connect with Diverse Suppliers (at least one a month) to learn about the vendor’s business, strengths experience, customers, and “value proposition”. The Outreach goal for 2017: will be to post contracting opportunities, as well as the creation and utilization of pre-qualified vendor lists in the Washington Electronic Business Solution (“WEBS”) when practical. WEBS was developed and administered by the State of

Washington, Department of Enterprise Services. LWTech will implement suggestions from the OMWBE when appropriate to help increase inclusion. We will strive to engage with potential diverse suppliers well in advance of possible need to avoid rush/emergency procurements which provides limited time to evaluate potential new vendors. We will consult with and seek support from the OMWBE and the Northwest Mountain Supplier Development Council.