

**Lower Columbia College**  
**Supplier Diversity Plan**  
**2016 – 17**

Board of Trustees and President's Commitment

Lower Columbia College (LCC) is committed to maximizing opportunities for certified minority and women owned businesses to contract with LCC for the procurement of goods and services. Lower Columbia College 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 President of Administration is responsible for directing the Supplier Diversity Strategic Initiative and implementation of the Supplier Diversity Plan at Lower Columbia College.

Strategic Approach to Outreach

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

1. Provide opportunities to all vendors and contractors through open competition, and to maximize opportunities for small businesses and MWBE's;
2. Advise all Purchasing Card holders regarding the opportunities of utilizing MWBE's to fulfill their needs;
3. Promote the usage of MWBE's for all purchases under the competitive dollar threshold;
4. Include links to the Washington State Office of Minority and Women's Business Enterprises (OMWBE) web site on Finance's own web page as it is developed;

5. Join national and local minority associations and represent LCC at MWBE trade fairs and events as funding and schedule allow;
6. Post purchasing and contracting opportunities on the Washington Electronic Business Solution (WEBS), and any potential MWBE web sites;
7. Include MBE and WBE firms in procurements processed under RCW 28.10.B.029 (1) (c) (iii) and check the OMWBE website for each competitive solicitation for potential participants;
8. Continuously contact OMWBE directly if no certified MBE or WBE firms are identified for a specific commodity or service;
9. Draft and publish all formal and informal solicitations in such a manner to encourage successful competition and/or subcontracting by MWBE firms;
10. 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
11. Participate in vendor outreach programs such as OMWBE, DES training sessions, Procurement Technical Assistance Centers (PTAC), or co-sponsor outreach sessions with other higher education institutions.
12. Encourage and assist minority and women-owned businesses to certify their businesses with OMWBE;
13. Provide all LCC procurement card (Pcard) holders with a web link to certified MWBE suppliers and post the link on the Finance Department website as it is developed;

### Staff Training

The Vice President of Administration assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Purchasing Manager 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 Purchasing Manager will provide both annual and as-needed training to procurement card holders regarding opportunities for direct purchases from certified WMBE suppliers.

### Annual Goals

Goals established for future fiscal years take into consideration the number of MWBE firms available, and LCC'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.

The participation amounts for FY 16 was \$0.00 MBE and \$656,584 WBE. The goals for FY 17 are \$100,000 MBE and \$788,000 WBE.

### Record Keeping and Reporting

Record keeping related to LCC's Supplier Diversity Strategic Initiative, including copies of contracts, awards, and purchase orders will be kept in the Purchasing Department.

### Review and Assessment

The Purchasing Manager 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 Purchasing Manager, Vice Chancellor of Administration, and others as delegated by the President, will review the entire plan and propose additions, changes, or deletions.