



## SUPPLIER DIVERSITY PLAN

### Statement of Policy

Renton Technical College (“College”) is committed to encourage participation by certified minority and women owned business enterprises in contracting with the College to supply goods and services as required by RCW 39.19 and WAC 326. We will continue to conduct our procurement activities in a way that maximizes opportunities for minority business enterprises (“MBE”) and woman-owned business enterprises (“WBE”) to contract with us.

### Responsibility for Implementation

With the exception of capital construction projects, responsibility for implementation of this plan is delegated to the Purchasing Agent, who reports to the Director of Financial Services. This position is responsible for managing all competitive procurements above the direct buy limit. The Purchasing Agent will work in an advisory capacity with individual College departments to ensure that smaller purchases are also conducted in accordance with this plan. Implementation of this plan for capital construction projects shall be delegated to the Director of Plant Operations.

### Outreach Strategies

The College will take a strategic, pro-active approach in soliciting MBE and WBE participation including but not limited to the following:

1. The Purchasing Department will make use of the Washington Electronic Business Solution (“WEBS”) for competitive solicitation as required by State statutes. If no certified MBE or WBE firms are identified for a specific commodity or service, the College will check the OMWBE website or contact OMWBE directly.
2. Whenever possible the Purchasing Department will draft and publish solicitation documents in a manner that encourages response by small businesses, including M/WBE firms. While the College will continue to aggregate items to achieve best pricing, efforts will be made to determine whether requests may be offered in contract sizes amenable to small businesses.
3. Under supervision of the Director for Plant Operations, the College will continue to promote utilization of certified MBE and WBE firms as second tier subcontractors for capital construction projects.
4. The College may exercise independently those powers granted under RCW 28B.10.029 to purchase from alternative (besides DES) contracts to increase opportunities for certified

M/WBE's to do business with the College.

5. To the greatest extent possible the Purchasing Department will participate in vendor outreach programs such as the annual training provided by the Department of Enterprise Services.

#### Staff Training

The Purchasing Agent will assess the training needs of College staff encourage optimum participation. When appropriate, workshop(s) will be offered to College Staff to advise them regarding College purchasing procedures, including M/WBE participation.

The Purchasing Agent and Director of Financial Services will meet periodically to assess the overall success of the program and determine the need for policy or procedure changes.

#### Annual Goal

The College's goal is to maintain the significant level of participation already achieved by certified MBE and WBE firms in conjunction with the College's business affairs.

#### Record Keeping and Reporting

Record keeping related to the College's Supplier Diversity Plan, including copies of contracts, awards and PO's, will be kept in the College's Purchasing Department.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Director of Financial Services. The Assistant Director of Financial Services will review payables documents for accuracy in reporting. Quarterly reports will be provided to OMWBE on behalf of each college in the Community and Technical College system by the Center for Information Services.

#### 2<sup>nd</sup> Tier Contracting & Reporting

The Director of Financial Services and appropriate budget officers shall review progress payments for capital construction projects to identify M/WBE subcontractor participation. This participation will be reported through progress payment requests to Engineering & Architectural Services, Department of Enterprise Services.


#### Dispute Resolution

Resolution of initial disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Agent, in collaboration with the individual department manager involved in the dispute. If unresolved, any further complaints related to the College's Supplier Diversity Plan will be forwarded to the Director of Financial Services, who will present findings and recommendations to the Vice-President for Administration and Finance. The Vice-President for Administration and Finance will be responsible for the final disposition of the complaint.

Periodic Review

This program shall be reviewed periodically by the Purchasing Agent and Director of Financial Services to evaluate procurement activities, staff training, and achievement of participation goals as related to this Plan.

**ADOPTED:**

  
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Melinda Merrell, Vice-President for Administration and Finance

12/6/16  
Date

