

# Supplier Diversity Inclusion Plan

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Manager

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## Supplier Diversity Inclusion Plan

### Statement of Commitment

Washington State University is committed to maximizing opportunities for both certified minority and women owned businesses and self-certified businesses to contract with the college for the procurement of goods and services. Washington State University is dedicated to ensuring the diverse businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

The University is taking the approach of accepting both self-certification and OMWBE certifications due to the limited availability of certified firms local to our primary campus in Pullman. Whitman County has just one certified vendor, Spokane County 65 (of which 6 are construction related), and in all of Idaho has 8 firms (of which 4 are construction related). The limited pool is not sufficient to enable meaningful participation locally, and we believe that by broadening our prospective providers we will be able to provide the greatest inclusion of Diverse Businesses.

### Responsibility

The responsibility for managing the Supplier Diversity Inclusion Plan and its content is the Capital Contracts Manager. The Manager is accountable for implementation, monitoring and reporting under the plan. The Capital Contracts Manager shall work in conjunction with Purchasing Office and Capital Office staff to facilitate procurement activities that are conducted within the parameters of the plan.

### Strategic Approach to Outreach

Washington State University will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms', and Diverse Business participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS in accordance with the law for posting competitive solicitations by institutions of higher education. If no certified small minority-, women- and veteran-owned firms are identified for a specific business type or service, Washington State University will check OMWBE website or contact OMWBE directly.
2. The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals in such a manner to encourage successful competition by small minority-, women- and veteran-owned firms.
3. Efforts related to aggregate purchases to achieve economies of scale will be reviewed to determine appropriateness. Purchases will be un-bundled when practicable to maximize small minority-, women- and veteran-owned firm participation.
4. RCW 28B.10.029 indicates that institutions of higher education may exercise independently those powers to purchase from alternative (besides State) contracts to increase opportunities for certified small minority-, women- and veteran-owned vendors to do business with the college. WSU will actively seek out and communicate such sources, when available, for goods and services to the campus purchasers.
5. The University will make every effort to participate in vendor outreach programs such as the annual training provided by the Department of Enterprise Services or events relating to Supplier Diversity.
6. Purchasing training materials will include information on the benefits, responsibility, and avenues to work with diverse vendors.
7. The Purchasing Director and Capital Contracts Manager shall actively seek local disadvantaged firms when available and recommend certification with the OMWBE and self-certification opportunities. Utilizing them to the extent practicable, or already occurring below the direct buy limit.
8. The Purchasing Director and Capital Contracts Manager will work with the Office of Equity and Diversity, the VP for Finance & Administration, and the Office of Multicultural Student Services or other student groups to raise awareness on and around campus about the benefits of a diverse supplier base and how to buy from them.
9. Capital procurement will increase awareness to the bidding community and major prime contractors of the University's desire to facilitate diverse business opportunities in the bid environment (without preferential treatment).
10. Capital projects will include subcontracting plans, when appropriate, to increase opportunities to diverse subcontractors.
11. The Capital Contracts Manager will encourage certification (both OMWBE and self) and pursue active reporting after award.

### Staff Training

The Director of Purchasing Services and the Capital Contracts Manager will strive to provide as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

As opportunities are identified and presentations developed and/or training sessions given to the campus procurement community training material will information regarding the state's goals for

increasing diverse firm participation in University business and some practical ways to utilize such firms.

### Goals and Objectives

#### *Current Annual Goals – Process*

In order to set meaningful, realistic and attainable goals, Washington State University will commit to getting the resources in place in order to do the following:

1. Collect historical data by type of procurement (direct buy, bid, capital project) and, if possible, by business type ie – office supplies.
2. Compile, analyze and interpret 3 fiscal years' worth of data (beginning with FY 15) to create a baseline goal.
3. Watch the trend of available of diverse vendors after efforts of strategic outreach have been implemented over the review period to project a possible trend in vendor availability.
4. Determine realistic annual goals based on baseline results and available small minority-, women- and veteran-owned firms.

#### *Future Annual Goals*

Washington State University's 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 diverse firms available, Washington State University's success rate at meeting its previous goals, and whether there is an opportunity to encourage additional diverse firms to participate, particularly in areas of historical under-representation by small minority-, women- and veteran-owned 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 college's Supplier Diversity Inclusion Plan, including copies of contracts, awards and PO's will be kept in the originating office records. Procurement card holders keep source documentation related to procurement card transactions in their individual departments. Self-certifications shall be collected and maintained in the Capital Contracts Office and Purchasing Office.

Accuracy in reporting expenditures to OMWBE will be the shared responsibility of the University Controller and the Capital Contracts Manager.

### Plan Review and Assessment

The Director of Purchasing Services will review all competitive procurement policies, procedures, contract language and forms for goods and services to ensure that they follow Supplier Diversity Strategic Initiative guidelines. The Capital Contracts Manager will perform the same service for Capital Project related procurements.

The Supplier Diversity Inclusion Plan will be reviewed and updated annually by the Capital Contracts Manager to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process a team made up of the Executive Director, Finance and Administration, the Director of Purchasing Services, the AVP, Facilities Services, and the Capital Contracts Manager(with copy to the VP for Finance and Administration) will review and assess the entire proposed plan prior to publishing with OMWBE.

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