



COMMUNITY COLLEGE

Minority/Women's Business Enterprise Strategic Initiative

January 15, 2007

Mission Statement

Green River Community College is committed to encourage participation by minority business enterprises and women's business enterprises in contracting opportunities with us.

We will undertake genuine outreach and inclusion activities to maximize practical opportunities for minority business enterprises ("MBE") and women's business enterprises ("WBE").

Responsible Officer

The Vice-President of Business Affairs shall direct and manage the implementation of this plan.

Strategies for Outreach

1. The Purchasing Department will post all contracting opportunities as "open" classification (available to all potential suppliers and contractors) in the Washington Electronic Business Solution ("WEBS") program developed and administered by the State of Washington, Department of General Administration. The distribution of announcements and opportunities to participate shall be distributed to all registered vendors for the appropriate commodity.
2. While processing quotes that are not posted on WEBS, the Purchasing Department will use the OMWBE site, BIZ.net, to insure that OMWBE vendors are considered for all procurements.
3. The Purchasing Department will encourage all OMWBE registered vendors to register with WEBS and to show them the policies and procedures in place at the college.
4. The Purchasing Department will draft and publish its Request for Quotations and Request for Proposals in such a manner as to encourage successful completion by small businesses. While we will continue to aggregate items to achieve economies of scale, such efforts will be reviewed to determine whether they may be awarded in contract size palatable to small businesses.
5. The Purchasing Department shall periodically review the OMWBE database of certified MBE and WBE firms to identify direct buy opportunities by procurement card holders and requisitioners. Training sessions and reference materials will be provided.
6. The Purchasing Department will assist OMWBE in developing its certified supplier database by referring, counseling and mentoring self-declared MBE and WBE vendors to become

certified. The Purchasing Department will further encourage all prospective suppliers and contractors to register with WEBS.

7. The Purchasing Department will participate in vendor outreach programs such as the annual training conferences sponsored by the Department of General Administration and will include an invitation to certified vendors whenever a vendor show is held at the college.

Staff Training

1. The Director of Purchasing will annually train departmental employees with responsibility for procurement and contracting regarding the appropriate implementation measures for each of the outreach strategies.

2. The Director of Purchasing will annually train the departmental employees and Business Office staff regarding the appropriate sub-object classifications for disbursements that are reported through the Center for Information Services to the State Board for Community & Technical Colleges to OMWBE.

3. The Director of Purchasing will provide training to requisitioners and procurement card holders regarding the opportunities for direct purchases (those purchases less than \$3,100 before sales tax and freight costs) from certified MBE and WBE suppliers.

4. The Director of Purchasing will work with staff who manage payments for Capital Projects so that OMWBE information can be captured.

Annual Goals

Green River Community College establishes the annual goal for fiscal year 2006 -2007 as increasing participation by certified MBE and WBE firms at a rate of increase of 5% above historical participation. The Director of Purchasing shall calculate and monitor progress towards this goal and report results to the Vice-President of Business Affairs. The goal to be established for subsequent fiscal years shall take into consideration 1) the number of MBEs and WBEs available to perform work; 2) the agency/educational institution's success in attaining goals during the current year; and 3) whether there is an opportunity to facilitate the entry of certified businesses into industries in which such firms are underrepresented pursuant to WAC 326-30-046.

Annual Review

This program shall be reviewed annually for measuring progress towards established goals each fiscal year. The review will be done in August-September of each year for the prior year.

Reviewed and Approved for Green River Community College



Rick Brumfield, VP of Business Affairs

Date

2007 PLANNING FOR OMWBE

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| FEBRUARY 23, 2007 | PLAN APPROVED BY VICE PRESIDENT FOR BUSINESS |
| FEBRUARY 28, 2007 | SUBMIT PLAN TO OMWBE |
| FEBRUARY 2007 | REVIEW OMWBE DATA IN F.M.S VENDOR DATA BASE |
| APRIL 2007 | OMWBE TRAINING FOR PROCUREMENT CARD HOLDERS |
| APRIL 2007 | ATTEND PURCHASING AFFAIRS COUNCIL MEETING AND ATTEND TRAINING FOR TRACKING OMWBE |
| MAY 2007 | WORK WITH BUSINESS OFFICE STAFF AND GENERAL ADMINISTRATION TO TRACK OMWBE PARTICIPATION IN CAPITAL PROJECTS. |
| JULY 2007 | REVIEW QUARTERLY REPORTS FOR FISCAL 2007 |
| JULY 2007 | WRITE FISCAL 2008 PLAN |
| AUGUST | FINALIZE 2008 PLAN AND POST ON 'N' DRIVE |