

February 2, 2007

Office of Minority and Women's Business Enterprises
Attn: Cathy V. Canorro
P O Box 41160
Olympia, WA 98504-7079

RE: Minority and Women Business Participation Plan

Dear Ms. Canorro:

Enclosed is the Yakima Valley Community College Minority and Women Business Participation Plan for your review and approval.

This plan has been reviewed and approved by Teresa Holland, Vice President of Administrative Services and Dr. Linda Kaminski, President – Yakima Valley Community College.

If you have questions, please contact me at (509) 574-4612 or my e-mail address is choffbauer@yvcc.edu.

Sincerely,



Claudia Hoffbauer
Purchasing Manager

Attachment

cc: Dr. Linda Kaminski, President
Teresa Holland, Vice President of Administrative Services
Linda Clark, Purchasing

YAKIMA VALLEY COMMUNITY COLLEGE

MINORITY AND WOMEN BUSINESS PARTICIPATION PLAN (Draft 12/11/06)

Statement of Policy

Yakima Valley Community College is committed to achieving overall annual goals in its procurement of goods and services and personal services as required by RCW 39.19 and established in WAC 326. Yakima Valley Community College is dedicated to increasing opportunities for certified businesses to contract with the agency and will conduct its procurement activities in a way that maximizes such opportunities.

Mission of the Plan

Yakima Valley Community College delegates the authority to ensure implementation of this plan to the Purchasing Manager. The Purchasing Manager reports to the Vice President of Administrative Services. The Vice President of Administrative Services will work with the Purchasing staff to ensure that the procurement of goods and services is conducted in accordance with this plan.

The Purchasing Office will communicate with administrators, faculty and staff of the purpose and commitment of Yakima Valley Community College to comply with RCW 39.19. Staff will be trained on sub-object coding to correctly identify transactions.

Goal Setting for Yakima Valley Community College

Yakima Valley Community College will research the Office of Minority & Women's Owned Business Enterprises website for qualified MWBE firms when soliciting Request for Quotes/Request for Proposals. Qualified firms will receive notification. Encouragement for participation by MWBE firms is stated on all Yakima Valley Community College's RFQ/RFP'S. Yakima Valley Community College will also publish RFQ/RFP'S on the Washington's Electronic Business Solution (WEBS) website. The college will solicit qualified firms for Limited and Public Works Projects from the Small Works Rooster maintained by Dept. of General Administration – Architect and Engineering Services by e-mail.

Yakima Valley Community College will encourage vendor registration with OMWBE by notifying local vendors periodically with mailings and Public Notice advertisements in local newspapers including any minority language publications.

All new vendors will be provided with a statement of Yakima Valley Community College's policy on encouraging OMWBE participation and information on vendor registration with OMWBE including OMWBE contact information.

To insure that the coding of vendors is correct Purchasing will on a monthly basis review the OMWBE web site's listing of certified and decertified vendors to identify those that are utilized by the college.

The Purchasing Office will run a list of vendors that are in close proximity to the main campus and off-campus sites. Vendors that are identified as potential suppliers will be suggested to employees that are in charge of procuring those supplies.

Capturing of OMWBE Data

The Purchasing Office will maintain an Excel spreadsheet indicating the number of OMWBE vendors solicited for RFQ/RFP and the number of vendors responding. The Purchasing Staff will be responsible for coding the appropriate OMWBE RC codes for accounting data on purchase orders and in the Vendor Module for FMS. Quarterly reporting will be provided to OMWBE by the Center of Information Services.

Contract Disputes and Complaints

The College shall respond to any complaint or dispute related to communications, bid specifications, contract awards or contract provisions associated with MWBE commitments and requirements of the College. All complaints shall be reviewed by the Purchasing Manager and responses shall be in writing.

In responding to such complaints any affected parties shall be consulted and where appropriate, legal counsel sought. Any review of a complaint or dispute shall include consideration by the College's appropriate administrator of the need to change College policy, procedure or practice to eliminate recurring problems.

Review Policy

The Purchasing Manager will be responsible to review annually all competitive procurement practices policies, bid/contract language and procedures to ensure the elements of this plan are executed.