

# FY 17 Supplier Diversity Inclusion Plan

---

**Agency:** Bellingham Technical College

<b>Contact:</b> Stefanie LaFave	(360) 752-8343	slafave@btc.edu
Name	Telephone	Email

Agency's plan to increase participation of small minority-, women- and veteran-owned firms:

## Outreach Strategies

- Procurement & Contract Coordinator will post all contracting opportunities as "open" classification (available to all potential suppliers and contractors) Washington's Electronic Business Solution ("WEBS") website developed and administered by the State of Washington, Department of Enterprise Services. The distribution of announcements and opportunities to participate shall be distributed to all registered vendors for the appropriate commodity.
- Whenever possible, Procurement & Contract Coordinator will draft and publish solicitations in such a manner as to encourage successful responses by small businesses. While the College will continue to aggregate items to achieve economies of scale, such efforts will be reviewed to determine whether they may be awarded in contract sizes amenable to small businesses.
- Procurement & Contract Coordinator will periodically review the OMWBE database of certified MBE and WBE firms to identify direct buy opportunities for purchasing card holders and purchase requisitioners.
- Procurement & Contract Coordinator will maintain a list of Whatcom County certified MBE and WBE firms on the college purchasing website.
- Procurement & Contract Coordinator will assist OMWBE in developing its certified supplier database by encouraging self-declared MBE and WBE vendors to become certified.
- Procurement & Contract Coordinator will participate in vendor outreach programs such as the annual training conference sponsored by the Department of Enterprise Services.

## Staff Training/Communication

- Procurement & Contract Coordinator will provide training to departmental employees with responsibility for procurement and contracting regarding the appropriate implementation measures for each of the outreach strategies.

- Procurement & Contract Coordinator will provide training and/or information to purchasing card holders and requisitioners regarding the opportunities for direct purchases (those purchases less than \$5,000 before sales tax and freight costs) from certified MBE and WBE suppliers.

#### Annual Review/Monitoring

The agency's annual spend with certified businesses shall be reviewed annually for measuring progress towards established goals and will be adjusted as necessary.