



BELLINGHAM TECHNICAL COLLEGE MINORITY AND WOMEN BUSINESS PARTICIPATION PLAN

Policy Statement

Bellingham Technical College is committed to encouraging 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 and women's business enterprises to contract with us.

Implementation Responsibility

The VP of Administrative Services has the authority to manage this plan. The Purchasing Specialist will work with the VP of Administrative Services and any other employees involved in the budget activity to ensure that the procurement of goods and services is conducted in accordance with this plan.

Outreach Strategies

1. Procurement Services 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, we will research the Office of Minority & Women Owned Business Enterprises Directory/website for qualified MWBE firms.
3. Whenever possible Purchasing will draft and publish its solicitations in such a manner as to encourage successful responses by small business. 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 a small businesses.
4. The College will solicit certified firms for Limited and Public Works Projects from the Small Works Rooster maintained by Department of General Administration, Architectural and Engineering Services.
5. The Purchasing Specialist will periodically review the OMWBE database of certified MBE and WBE firms to identify direct buy opportunities for purchasing card holders and requisitioners.

6. The Purchasing Specialist will assist OMWBE in developing its certified supplier database by referring self-declared MBE and WBE vendors to become certified. We will further encourage all prospective suppliers and contractors to register with WEBS.
7. The Purchasing Specialist will participate in vendor outreach programs such as the annual training conference sponsored by the Department of General Administration.

Staff Training/Communication

1. The Purchasing Specialist will provide training to departmental employees with responsibility for procurement and contracting regarding the appropriate implementation measures for each of the outreach strategies.
2. The Controller will provide training to the Accounting Department regarding the appropriate reporting methods through identification and classification of vendors for payments that are reported through the SBCTC and OMWBE.
3. The Purchasing Specialist will provide training and/or information to purchasing card holders and requisitioners regarding the opportunities for direct purchases (those purchases less than \$3,500 before sales tax and freight costs) from certified MBE and WBE suppliers.

Annual Goals

Bellingham Technical College's goal is to maintain a level of participation above 5% working with certified MBE/WBE businesses. The Purchasing Specialist shall monitor progress towards this goal and report results to the Vice President of Administrative Services. 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 College's success in attaining goals during the current year.

Record Keeping and Reporting

Record keeping related to this plan, including copies of contracts, awards and PO's will be kept in the college's Purchasing Office and Accounts Payable payment files. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the umbrella of Administrative Services. As noted above, Accounts Payable staff will be trained in the use of accurate sub-objects for OMWBE reporting and the importance of accuracy in data entry. The Staff Accountant will review payables documents for accuracy in sub-object reporting. The Purchasing Specialist will conduct quarterly on-line reviews of p-card activity for the purposes of OMWBE reporting. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the Center for Information Services.

2nd Tier Contracting & Reporting

Bellingham Technical College will work with General Administration Architects and Engineering to identify public work expenditures as well as work with prime contractors to identify all subcontractors. Payments made by prime contractors to certified M/W vendors will be noted in the payment request and recorded by Accounting through the sub-contractor table, Report Part Three at the time of payment to the prime contractor.

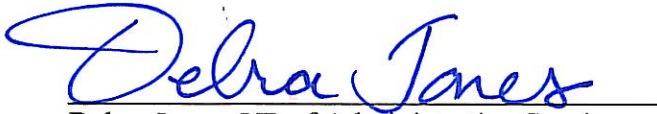
Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Vice President of Administrative Services in collaboration with the individual department manager involved in the dispute. Complaints related to this plan will first be investigated by the Purchasing Specialist, who will present findings and recommendations to the Vice-President for Administrative Services. The Vice-President for Administrative Services will be responsible for the final disposition of the complaint.

Annual Review

This program shall be reviewed annually for measuring progress towards established goals.

Reviewed and Approved for Bellingham Technical College



Debra Jones, VP of Administrative Services

February 25, 2011