

OLYMPIC COLLEGE MINORITY AND WOMEN BUSINESS PARTICIPATION PLAN

Policy Statement

Olympic College is committed to encourage 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 President of Olympic College delegates the authority to ensure implementation of this plan to the Director of Procurement Services who is responsible for administering college procurement functions. The Procurement Director works with the Vice President of Administrative Services, Director of Business Services, Director of Facilities 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. Procurement Services will draft and publish its solicitations in such a manner as to encourage successful completion by small business. 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 a small business.
4. The College will solicit certified firms for Limited and Public Works Projects from the Small Works Roster maintained by Department of General Administration, Architectural and Engineering Services.

5. Procurement Services will periodically review the OMWBE database of certified MBE and WBE firms to identify direct buy opportunities for purchasing card holders and requisitioners.
6. Procurement Services 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. Procurement Services will participate in vendor outreach programs such as the annual training conference sponsored by the Department of General Administration.

Staff Training/Communication

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

Olympic College establishes the annual goal for fiscal year 2010 -2011 as increasing participation by certified MBE and WBE firms at a rate of 5% above historical participation. The Director of Procurement Services or designate shall calculate and 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.

Annual Review

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

Reviewed and Approved for Olympic College


Barbara Martin, VP of Administrative Services