

**Peninsula College**  
**Supplier Diversity Strategic Initiative**

Statement of Commitment

Peninsula College is committed to encouraging participation by certified minority and women owned businesses (M/WBE) to contract with the college for the procurement of goods and services as required by WAC 326. Peninsula College will continue to conduct our procurement activities in a way that maximizes opportunities for minority and women owned business to contract with us.

Responsibility

The responsibility for managing the Supplier Diversity Strategic Initiative and its content is the Vice-President of Administrative Services. The Vice-President delegates implementation, monitoring and reporting under the plan to the Procurement and Supply Specialist. The Procurement and Supply Specialist reports to the Director of Business Services who will work in conjunction with Purchasing Office staff to ensure that procurement activities are conducted within the parameters of the plan.

Strategic Approach to Outreach

Peninsula College will take a strategic, pro-active approach in soliciting M/WBE participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations. If no certified MBE or WBE firms are identified for a specific commodity or service, Peninsula College will check Office of Minority Women's Business Enterprises (OMWBE) website or contact OMWBE directly.
2. The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals in such a manner to encourage successful competition by M/WBE firms.
3. Efforts related to aggregate purchases to achieve economies of scale will be reviewed to determine appropriateness. Purchases will be un-bundled when practicable to maximize M/WBE firm participation.
4. Purchasing Department will periodically review the OMWBE database of certified MBE and WBE firms to identify direct buy opportunities for purchasing card holders and requisitioners.
5. Purchasing Department 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.
6. Purchasing Department will participate in vendor outreach programs such as the annual training conference sponsored by the Department of General Administration.

## Staff Training

The Director of Business Services assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Procurement and Supply Specialist will provide both annual and as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Director of Business Services, in collaboration with the Procurement and Supply Specialist, will provide both annual and as-needed training to Accounts Payable staff regarding the use of appropriate sub-object codes for OMWBE reporting. The Director of Business Services will review all payment documents for accurate coding.

## Goals and Objectives

### *Annual Goals – Process*

In order to set meaningful, realistic and attainable goals, Peninsula College will do the following:

1. Collect historical data by type of procurement (direct buy, bid, capital project) and, if possible, by commodity or type of commodity i.e. – office supplies.
2. Compile, analyze and interpret data to create a baseline.
3. Determine availability of M/WBE suppliers for types of commodity or procurement activity.
4. Determine realistic annual goals based on baseline results and available M/WBE suppliers.

### *Annual Goals*

Peninsula College's annual fiscal year goal is to at least maintain or increase the level of participation already achieved by WBE and MBE firms in conjunction with the College's business affairs.

Our process for setting individual contract goals will follow the same strategies as outlined above for setting annual goals.

## Record Keeping and Reporting

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's will be kept in the college's Purchasing Office. Procurement card purchase source documentation related to procurement card transactions are maintained in Accounts Payable records.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the umbrella of Business 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 Director of Business

Services will review payables documents for accuracy in sub-object reporting. The Purchasing Department 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 Community and Technical College system by the State Board for Community and Technical College – Information Technology.

#### 2<sup>nd</sup> Tier Contracting & Reporting

Identification of method used to monitor/report expenditures, work with prime contractor to identify all subcontractors, identification of sub-contract items of work and spend.

#### Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Procurement and Supply Specialist, in collaboration with the individual department manager involved in the dispute. Complaints related to the college's Supplier Diversity Strategic Initiative will first be investigated by the Director of Business Services, who will present findings and recommendations to the Vice-President of Administrative Services. The Vice-President of Administrative Services will be responsible for the final disposition of the complaint.

#### Review and Assessment

The Procurement and Supply Specialist will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process, the Procurement and Supply Specialist, Director of Business Services and others as delegated by the President will review the entire plan and propose additions, changes or deletions.



Deborah Frazier  
Vice President of Administrative Services  
Peninsula College