

# Bellingham Technical College

## Supplier Diversity Strategic Initiative

### Board of Trustees and President's Commitment

Bellingham Technical College is committed to maximizing opportunities for small, diverse, and veteran-owned businesses to contract with Bellingham Technical College for the procurement of goods and services. Bellingham Technical College is dedicated to ensuring the certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable. The College developed this plan by exercising its independent purchasing authority under RCW 28B.10.029(1).

### Responsibility

The Vice President for Administrative Services/Director of Purchasing is responsible for directing the Supplier Diversity Strategic Initiative and implementation of the Supplier Diversity Plan at Bellingham Technical College.

### Strategic Approach to Outreach

Bellingham Technical College will take a strategic, pro-active approach and plan in soliciting small, diverse, and veteran-owned business enterprises and increasing participation by these firms in its procurement activities. The plan includes but not limited to the following:

1. The Directors of Purchasing and Diversity, Equity, and Inclusion areas will dedicate time to this plan and its success and achievement
2. Provide opportunities to all vendors and contractors through open competition, and to maximize opportunities for small, diverse, and veteran-owned businesses
3. Advise all Purchasing Card holders regarding the importance of utilizing these businesses
4. Enable guided buying practices on Amazon Business Prime and any other vendor that allows the College to encourage or highlight small, diverse, and veteran-owned business enterprises

5. Investigate the usage of certified businesses for all purchases under the competitive dollar threshold
6. Include links to the Washington State Office of Minority and Women's Business Enterprises (OMWBE) web site on Purchasing's intranet site
7. Research joining national and local minority associations and present Bellingham Technical College at MWBE trade fairs and events; examples are:
  - National Minority Supplier Development Council and its Northwest Chapter (NWMTNMSDC) and have a booth at their annual trade show
  - Attend local small and diverse business association meetings, as appropriate
8. Design and develop a Vendor Guide for the Purchasing page of the College website
9. Post purchasing and contracting opportunities on the Washington Electronic Business Solution (WEBS) and the Purchasing page on the College's website
10. Meet or surpass RCW 28.10.B.029(c)(iii) and check the OMWBE for each competitive solicitation
11. Regularly contact OMWBE directly if no certified firms are identified for a specific commodity or service
12. Draft and publish all formal and informal solicitations in such a manner to encourage successful competition and/or subcontracting by small, diverse, and veteran-owned firms
13. Review large scale contracts and encourage subcontracting to maximize small, diverse, and veteran-owned firms' participation for non-construction projects such as:
  - Work with project managers to assure certified firms are given opportunities to compete, and/or invite supplier diversity subject matter experts to speak at pre-bid meetings for large projects
  - Work with project managers to maximize time frame for firms to respond to bids
14. Participate in vendor outreach programs in Washington such as OMWBE, Department of Enterprise Services training sessions, MRSC trainings and meet the buyer events.

15. Work with other county colleges and the SBCTC to host vendor outreach events for Whatcom County
16. Encourage small, diverse, and veteran-owned businesses to certify their businesses with OMWBE
17. Provide all Bellingham Technical College procurement card (Pcard) holders with a web link to certified suppliers

### Staff Training

The Vice President for Administrative Services assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Director of Purchasing and Director of Diversity, Equity, and Inclusion will provide 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 Purchasing will provide as-needed training to procurement card holders regarding direct purchases from certified suppliers.

### Baseline and Annual Goals – Process

Set meaningful, realistic, and attainable annual goals for Bellingham Technical College in doing business and continuously increase its overall spend with small, diverse, and veteran-owned businesses

#### *Setting Overall Annual Goal*

1. Use the calendar year 2022 as a baseline
2. Collect historical data
3. Analyze and interpret data and spend trends to set an overall annual goal for Bellingham Technical College

#### *Setting Annual Fiscal Goals*

Bellingham Technical College's annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of certified firms available, Bellingham Technical College's success rate at meeting its previous goals, and whether there is an opportunity to encourage additional small, diverse, and veteran-owned firms to participate, particularly in areas of historical under-representation by these firms.

### *Contract Goals*

The 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 Bellingham Technical College's Supplier Diversity Strategic Initiative, including copies of contracts, awards, and purchase orders will be kept in the Purchasing Department. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

### Review and Assessment

The Director of Purchasing 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 Director of Purchasing, Vice President of Administrative Services, Director of Diversity, Equity, and Inclusion, and others as delegated by the President, will review the entire plan and propose additions, changes, or deletions.