**Supplier Diversity Inclusion Plan Template**

**Agency: TACOMA COMMUNITY COLLEGE - 6780**

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

Tacoma Community College is committed to maximizing opportunities for certified minority-, women- and veteran-owned businesses to contract with the college for the procurement of goods and services. Tacoma Community 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.

**Strategic Approach to Outreach**

Tacoma Community College will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' 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, Tacoma Community College purchasing staff will check 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. Work with project managers to assure certified M/WBE firms are given opportunities to compete. Invite OMWBE to speak at pre-bid meetings for large (new construction) projects and will encourage contractors to use minority owned subcontractors. Tacoma Community College will advertise all construction projects on WEBS via DES or use the state job order contractor.
5. RCW 28B.10.029 may exercise independently those powers to purchase from alternative (besides DES) contracts to increase opportunities for certified M/WBE's to do business with the college.
6. Work with project managers to maximize time frame for firms to respond to bids.

**Governor Inslee’s strategic framework**

2017 goal to increase state agency and educational institution utilization of certified small businesses in contracts and procurement to the following percentages:

* Minority-owned businesses: 10%
* Women-owned businesses: 6%
* Veteran-owned businesses: 5%

**Supplier Diversity Best Practices**

1. **Proactively identify your contracting and procurement needs.**

* This allows time to identify the availability of minority-, women- or veteran-owned firms and conduct outreach.
* Ensuring that OMWBEs are considered in the sourcing process, including consideration for prequalification and subcontracting opportunities.

1. **Review existing state resources to identify currently certified firms.**

* Review OMWBE’s [Directory of Certified Firms](http://wsdot.wa.gov/Partners/OMWBE/DBEDirectory/) and the Department of Veteran Affairs’ [website](http://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses) to identify certified firms in your areas of need.
* Businesses that register in the [Washington Electronic Business Solution](http://des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx) (WEBS) can identify themselves as seeking subcontracting opportunities and share their status as a small, minority-, women- and/or veteran-owned businesses.
* Contact OMWBE if you need any help cross referencing your agency’s purchasing or contracting needs with certified firms.

1. **Consider structural changes to procurement approach to identify small businesses.**

* Break down projects to encourage participation by small businesses. Identify subcontracting opportunities prior to advertising. This can be done by the agency and/or the prime contractor.
* Attend and participate in business opportunity and trade fairs promoting OMWBE.
* Understand agencies’ [direct buy purchasing authority](http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/DirectBuyProcurementPurchases_Pre2015-01-07.pdf).

1. **Conduct outreach and targeted recruitment.**

* Advertise contracting opportunities with OMWBE or other organizations that regularly interact with small businesses owned by minorities, women and veterans.
* Host, sponsor or attend trade to inform small businesses of contracting opportunities. [OMWBE’s website](http://omwbe.wa.gov/upcoming-events/) is one source to find upcoming events.
* Contact OMWBE for assistance in helping identify small businesses that may be eligible for certification in certain markets. OMWBE currently subscribes to a specialized database that can perform these detail searches.
* Know where to refer a business that wants to be certified by OMWBE or DVA. The attached fact sheet is a good starting place.

1. **Monitor**

* Monitor your organizations spend with certified businesses so you know what is working and can adjust your strategies as needed.

**Questions?**

Please contact Lawrence Coleman, Assistant Director of Communications and External Relations, at [supplierdiversity@omwbe.wa.gov](mailto:supplierdiversity@omwbe.wa.gov) or 360-664-6759