

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: SUPPLIER DIVERSITY OUTREACH

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Administrative Procedure Number: 507.03

Date Adopted: 12/6/2023

Grays Harbor College will follow this procedure for supplier diversity outreach and includes our Supplier Diversity Outreach Plan. It will be utilized in conjunction with the Department of Enterprise Services (DES) Policy No. POL-DES-090-06, and Supplier Diversity procedure identified in the DES Supplier Diversity Virtual Handbook.

Grays Harbor College recognizes the importance of providing goods and services procurement opportunities to small, diverse, and veteran-owned businesses. Grays Harbor College is dedicated to ensuring small, diverse, and veteran-owned businesses are given maximum practicable opportunity to directly and meaningfully participate in procurement opportunities and that access is fair and equitable.

The President of Grays Harbor College has designated the Vice President for Administrative Services as the Supplier Diversity Leader. The Vice President for Administrative Services (with the assistance of the Purchasing Office) is responsible for increasing spending with small, diverse, and veteran-owned businesses. The Grays Harbor College Purchasing Office will assist the Vice President for Administrative Services with supplier diversity outreach in the following ways:

1. Encourage businesses to contact OMWBE and WA State Veteran's Affairs for more information regarding State of Washington certification programs.
 - Provide website link on the Purchasing Office website to OMWBE, WEBS, and WA State Veteran's Affairs website.
 - Include website link in quotes, RFPs, and bids to OMWBE V

4. Engage and communicate with groups and suppliers to locate, identify, and build relationships with small, diverse, and veteran-owned businesses.
 - Attend virtual and/or in person diverse business events when informed and practical.
 - Network with college and university groups, new and current suppliers, and group purchasing organizations.

Compliance with this procedure will be documented in the Purchasing Office files and/or attached to purchase orders.

Definitions

OMWBE - Office of Minority and Woman Business Enterprises

WEBS -