Purchasing processes are governed by RCW 39.26 and RCW 28B.10.029.
Procurement methods: credit cards and purchase orders w/net 30 payment terms.
Purchases under $10,000 are considered direct buy under higher education law and
Purchases under $30,000 are considered direct buy under Department of Enterprise Services if a State of
Washington contract is not available and
Purchases under $40,000 are considered direct buy under Department of Enterprise Services if purchase
is made from a small business defined by RCW 39.26.010(22); or from a certified veteran-owned
business.
Diverse, small, and veteran-owned businesses will be given maximum practical opportunity to directly
and meaningfully participate in procurement opportunities and that access is fair and equitable. The
DES Supplier Diversity policy and procedure, Grays Harbor College outreach plan/procedure, annual
forecasted needs report, and competitive bidding will provide procurement opportunities to diverse,
small, and veteran-owned businesses.
Small businesses are defined in 39.26.010(22)(a) or certified by OMWBE. Self-certification forms are
located on the Grays Harbor College website.
Diverse businesses are certified by OMWBE, and categories include minority, women, minority women,
women and minorities, or non-minority men owned businesses who are found to be socially and
economically disadvantaged.
Veteran-owned businesses are certified by the Washington State Department of Veteran’s Affairs.
If competition is required and the costs of purchase is between $10,000 and under $100,000 informal
solicitations are issued to at least three (3) vendors that includes one (1) certified minority business and
one (1) woman owned business.
If competition is required and the cost of purchase is $100,000 or more form㘰倀̀
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