SECTION 6: PROGRAMS FOR SMALL/DISADVANTAGED/WOMEN-OWNED/
MINORITY BUSINESSES

SUBJECT: SUBCONTRACTING WITH SMALL/DISADVANTAGED/MINORITY
AND WOMEN-OWNED BUSINESS ENTERPRISES

Procedure #6.4

POLICY
As a state of Washington institution of higher education, the
University of Washington follows state policies regarding goals,
contracting opportunities, and reporting requirements for minority and
women-owned business enterprises (MWBEs). State MWBE policies are
based on statute, 39.19 RCW, and on policies adopted by the Office for
Minority and Women’s Business Enterprises (OMWBE).

OMWBE coordinates a certification program that is accepted by other
public entities throughout the state, such as cities, counties and
ports. Only firms certified by OMWBE may be counted in reporting
towards goal achievement. Certification ensures that firms are owned
and controlled by minorities and/or women, and meet business size
standards established by OMWBE. University Buyers have access to the
OMWBE directory of certified firms, and are encouraged to use it as a
source of suppliers for all competitive solicitations.

The University is also responsible for meeting federal small and small
disadvantaged business programs; refer to Procedure #6.1. For the
federal programs, firms certified by OMWBE may count as follows:

All MBEs, WBEs, MWBEs and CBEs may count as small businesses
(SBs) since
business size is one of the criteria used in OMWBE certification.

WBEs may count as WOBs for federal reporting, since WOB is a
self-reported
classification and OMWBE has verified ownership and control of
WBEs.

MBEs may not count as small disadvantaged businesses (SDBs); federal
certification requirements are different than OMWBE, and only federally
certified SDBs may count towards federal goals and reports. SBA also
certifies HUBzone businesses, located in specified geographic areas,
Veteran-Owned businesses, Service Disabled Veteran-Owned businesses,
and Historically Black Colleges and Universities. Certification in
these various categories may be verified using the SBA Pronet website.

Refer also to UW contracting policies under the Diversity website; copy
attached.
PROCEDURES:

Buyers use the OMWBE directory and the SBA Pronet web search, and other resource materials as available for the commodity, to identify historically underutilized businesses. Certified MWBEs are to be identified on bid and quote lists. For each solicitation, complete the Management Impact Report (MIR) for either informal or formal competition. MIR is to be filed with the purchase req file, and a copy of the MIR along with bid list and recap is provided to the MWBE Coordinator for reporting to the state. (see MIR sample attached).

The University’s MWBE program applies to all purchases and all sources of funding. Buyers use the OMWBE directory primarily to identify certified firms; if no MBE and/or WBE is available for the commodity, Buyers are to use the standard industrial code (SIC) to search on Pronet for other potential small businesses to add to the solicitation, especially those SBs that are certified as SDBs, HUBs, Veteran-Owned businesses, Service Disabled Veteran-Owned businesses, and Historically Black Colleges and Universities.

Federal contracts with subcontracting plans identify anticipated sources of supply when the plan is developed. The MWBE Coordinator will let Buyers know when large contracts include funds for major purchases which may be competitive solicitations, so that Buyers can use Pronet to search for SDBs, HUBs, Veteran-Owned businesses, Service Disabled Veteran-Owned businesses, and Historically Black Colleges and Universities to include on bid lists.

UW departments are encouraged to use the OMWBE directory to identify sources of supply for their small confirming purchase orders. Researchers on contracts with subcontract plans are encouraged to use Pronet to identify additional SB, SDB and HUB business concerns for confirming purchases. Buyers will assist departments on request in identifying MWBEs, SBs, SDBs, HUBs, Veteran-Owned businesses, Service Disabled Veteran-Owned businesses, and Historically Black Colleges and Universities. As appropriate, Buyers will include outreach and contract opportunities with underutilized businesses as a topic when they have client visit meetings.