

**SECTION 6: FEDERAL/STATE SMALL BUSINESS PROGRAMS**

**SUBJECT: WASHINGTON STATE MWBE INCLUSION PROCEDURE 6.2**

**POLICY:**The University of Washington endeavors to promote inclusiveness for all business enterprises, and especially to increase the level of participation for diverse businesses through many avenues, including the purchases made by UW. As part of this strategy, UW Procurement Services works closely with the Business Diversity Program (UW BDP) to increase the opportunity for diverse suppliers, including those certified by the state Office of Minority and Women’s Business Enterprises (OMWBE).

**PROCEDURE:**

To achieve these goals and other goals for overall business diversity at the University of Washington, the University President has published the “UW Business Diversity Program Plan” in accordance with WAC 326-40-040 for maximizing opportunities for OMWBE certified businesses.

**Direct Buy Purchases**

Purchases under the direct buy limit (currently \$10,000 not including tax) are frequently made by departments without the direct involvement of UW Procurement Services. These purchases generally do not require competition or any type of price documentation.

Prior to making a purchase, departments should determine whether an OMWBE certified supplier can provide the goods or services the department is seeking by considering suppliers listed on:

UW Contracts webpage (<http://f2.washington.edu/fm/ps/how-to-buy/introduction-to-contracts>),

State of Washington Department of Enterprise Services (DES) contracts (<http://des.wa.gov/services/contractingpurchasing/currentcontracts/Pages/default.aspx>)

UW BDP Diverse Supplier Search (<http://f2.washington.edu/bdp/supplier-search>)

Purchases from these suppliers help UW achieve its inclusion goals.

**Informal Solicitations**

Informal solicitations are those solicitations between \$10,000 and \$100,000 that require limited competition and do not require public posting in WEBS.<sup>1</sup> Informal solicitations require quotes from a sufficient number of vendors to validate price reasonableness. Invitations should be sent to at least 3 vendors, and must include one (each) OMWBE certified MBE and WBE, in accordance with RCW 28B.10.029.

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<sup>1</sup> However, if an informal solicitation is posted in WEBS, staff should add OMWBE and the Washington State Procurement Technical Assistance Center (PTAC) as potential bidders, to ensure that these groups are made aware of open UW solicitations.

Procurement staff should refer to the OMWBE directory of certified firms to identify possible suppliers about the meet the department's needs. (<http://omwbe.wa.gov/directory-of-certified-firms/>)

Procurement staff unable to identify either an OMWBE certified M or W firm should refer to the Federal Government System for Awards Management (SAM) directory to identify MBE and WBE vendors (<https://www.sam.gov/portal/public/SAM/#1>)

### **Formal Solicitations**

Formal solicitations are those solicitations over \$100,000 that must be formally advertisement and provide broad competition. These solicitations should always be posted in WEBS, both to comply with state law and to maximize opportunities for small and diverse businesses that may not be registered in the UW Ariba Network. Wherever practicable, attempt to maximize competition and provide opportunities for small and certified businesses through inclusive, thorough and flexible project descriptions. All formal solicitations should include attachment 6.2.a "MWBE Inclusion Plan" in the solicitation document.<sup>2</sup>

### **MWBE Subcontracting Plans**

Suppliers may be required to include a proposed MWBE Subcontracting or Participation Plan when responding to University solicitations. The plan will be reviewed as part of the solicitation process and the commitments made by suppliers should be evaluated and enforced during the term of the contract. All formal solicitations should include the standard Procurement Service MWBE/Small Business Response Form.

### **OMBE Reports**

UW reports to OMWBE data regarding spending at the UW and the utilization of OMWBE-certified firms in accordance with WAC 326-40-050. OMWBE is ultimately responsible for identifying the certification status of firms through TIN numbers.

Expenditures with travel agencies must be reported separately and are counted at only 20% of the dollar value of the expenditure in accordance with WAC 326-40-060. For more information regarding OMWBE reporting, see: <http://www.omwbe.wa.gov/wp-content/uploads/2014/03/OMWBE-CTC-Colleges-Guidelines.pdf>

### **University Goals**

Procurement Services has a long-term voluntary goal of spending 6% of campus goods and services expenditures with Minority Business Enterprise (MBE) and 4% of campus goods and services expenditures with Woman Business Enterprise (WBE). Individual solicitations may include different goals, depending on the items or services to be purchased. These goals will be achieved incrementally and are supported by both the current goals and the processes for increasing MWBE inclusion outlined in this policy.

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<sup>2</sup> Additionally, when posting a formal solicitation in WEBS, staff should add OMWBE and the Washington State Procurement Technical Assistance Center (PTAC) as potential bidders, to ensure that these groups are made aware of open UW solicitations.

**Individual Department Goals:**

University departments are encouraged to establish their own goals for purchasing from MBE and WBE or other diverse suppliers. Procurement Service outreach visits and events should include a conversation about purchasing from diverse suppliers.

Currently Procurement Services has a voluntary goal to spend 3% of campus goods and services expenditures with Minority Business Enterprises (MBE) and 3% of campus goods and services expenditures with Woman Business Enterprises (WBE).