

# **W** UNIVERSITY *of* WASHINGTON

DEPARTMENT of PURCHASING SERVICES

## Center of Excellence for Supplier Diversity



“..equality of opportunity is a matter of simple justice. It's the right thing to do, and the University will do it.”

Mark A. Emmert, President University of Washington

### **About Purchasing Services**

Purchasing Services is the professional contracting and strategic sourcing arm of Procurement Services, a “procure-to-pay” (wing-to-wing) business service unit within Financial Management at the University of Washington.

Purchasing Services is committed to ensuring that minority-owned, women-owned, small, disadvantaged, HUB Zone, veteran-owned and service-disabled-veteran owned businesses have the maximum practicable opportunity to participate in purchasing and contracting at the University of Washington. We strive to increase the depth and diversity of our supplier pool by promoting fair and open access to the business community.

The Director of Purchasing Services is the change agent responsible for supplier diversity within the department. Associate directors of purchasing oversee strategic sourcing and operations. Purchasing managers oversee commodity specific buying groups and ensure buyers procure goods and services according to federal and state law, university goals and objectives and departmental policy and procedures.

### **Center of Excellence for Supplier Diversity (“COE for SD”)**

The Center of Excellence for Supplier Diversity (“COE for SD”) has been designed to be an ongoing and evergreen center of focus within the purchasing department. The COE for SD has an “advocate” who serves as the primary representative in Purchasing Services for information and activities related to supplier diversity. The advocate for the COE for SD is also an active member of the UW Business Diversity Program steering committee.

<http://www.washington.edu/admin/admin/bdp/index.html>

The 2009-2011 Purchasing Advocate for Supplier Diversity is:  
Kathryn Harrington, C.P.M., Purchasing Operation Manager.  
(206) 543-5322; email: [harringt@u.washington.edu](mailto:harringt@u.washington.edu)

### **Commitment to Supplier Diversity**

Purchasing Services is committed to supplier diversity because it provides the UW campus with a broad array of choice and diversity contributes to the expansion of the local marketplace and strengthens our supply base. In addition, when we diversify the university’s supplier portfolio, it increases our ability to secure better pricing, higher quality products and services through increased competitive bid participation.

### **Increasing Opportunity**

Purchasing Services recognizes the importance of increasing the number of business opportunities for diverse suppliers while at the same time, maintaining procedural integrity in providing fair and open access for all. Increased transparency of policies and procedures facilitates increased opportunities for all suppliers. A number of ways we increase opportunities for suppliers are outlined below.

- Solicit informal competitive solicitations by advertising through the State of Washington Electronic Business Solution (“**WEBS**”).  
<http://www.ga.wa.gov/Business/index.html>
- Solicit formal solicitations (requests for sealed bids) via WEBS.
- Advertise intent to sole source type contracts via WEBS.
- Research suppliers and contractors in the marketplace.
- Identify and recruit potential suppliers and contractors that might compete for opportunities.
- Consider the potential for competitive participation by small, minority and women-owned firms among the factors used in determining whether to extend a current contract or issue a new bid.
- Facilitate in-person meetings between commodity specific buyers and suppliers
- Develop and maintain a supplier population that is representative of the community we serve.

- Encourage the development of environmentally friendly practices in our supplier community, and promote suppliers whose businesses provide environmentally sustainable products or services.

**Outreach Activity**

We engage regularly in activities where we meet with diverse suppliers and provide current information about contracting opportunities and how to do business with the university. Some activities are as follows:

- Attending diverse supplier fairs;
- Presenting and speaking at community outreach/contracting events;
- Conducting in-person meetings with suppliers;
- Attending supplier diversity award events;
- Facilitating connections between campus departments and the University’s Business Diversity Program.  
<http://www.washington.edu/admin/admin/bdp/index.html>

**Goals**

***Immediate***

We have established and are making progress on our list of immediate goals:

| <b>GOALS</b> | <b>PROGRESS</b> |
|--------------|-----------------|
|              |                 |

|   |   |
|---|---|
| Increase internal visibility of departmental goals for diverse supplier participation.              | ✓ Implemented and ongoing.  |
| Increase diverse supplier opportunities by advertising solicitations via WEBS.                      | ✓ Implemented and ongoing.  |
| Get our diversity supplier data right.  | ✓ Throughout 2009 we are looking at better and more efficient ways to capture and consolidate our data. |
| Number of meetings between COE Advocate and suppliers. Goal: 16                                     | ✓ 23= exceeds goal.   |
| Facilitate opportunities for diverse suppliers to meet with commodity specific buyers. Goal : 12/yr | ✓ 5 = 50% of goal.  |

**Long term**

Strategic goals are to increase annual dollar spend with OMWBE Certified diverse suppliers who meet our spending objectives. Our target goals are to reach, and then exceed, 6% MBE and 4% WBE participation over the next five year period.

| Goals  | Progress |
|--------|----------|
| MBE 6% | ✓ 1.03%  |
| WBE 4% | ✓ 0.91%  |

**Alignment with UW Business Diversity Program (“BDP”)**

Purchasing Services has a robust and interactive relationship with the UW’s Business Diversity Program (BDP). <http://www.washington.edu/admin/admin/bdp/index.html> We are aligned with and support the BDP’s

outreach, training and marketing efforts. The COE Advocate is also an active member of the BDP steering committee.

### **UW Diversity Recognition**

The University of Washington was recognized in March 2009 as the 2009 Government Agency of the Year by the Northwest Minority Supplier Development Council. The UW bested the cities of Seattle and Tacoma, King County, Sound Transit, and the Office of Minority and Women's Business Enterprises in garnering the award. The Northwest Minority Supplier Development Council is a nonprofit organization dedicated to improving the relationship among major corporations, public agencies and minority-owned businesses.

### **Advocate for Purchasing Center of Excellence for Supplier Diversity**

Kathryn Harrington C.P.M, Manager of Purchasing Operations (206) 543-5322 or by email at: [harringt@u.washington.edu](mailto:harringt@u.washington.edu)

For more information on how to do business with the University of Washington, visit the **Purchasing Services Website:** <http://www.washington.edu/admin/purchstores/> and click on "*Information for Suppliers*" <http://www.washington.edu/admin/purchstores/docs/supplier.pdf>



### **Important Supplier Diversity Web Links:**

**Washington State Electronic Business Solutions (WEBS):** <http://www.ga.wa.gov/Business/index.html>

**UW Business Diversity Program:** <http://www.washington.edu/admin/bdp/>

**State of Washington General Administration office:** <http://www.ga.wa.gov/index.html>

**Office of Minority and Women's Business Enterprises:** <http://www.omwbe.wa.gov/>

**Small Business Administration:** <http://www.sba.org/>

**Central Contractor Registration:** <https://www.bpn.gov/ccr/>