

Purchasing Department

General Guidelines

for

Supplier Diversity Program

The Seattle Colleges are committed to supplier diversity by maintaining purchasing practices that promote and expand contracting opportunities for diverse suppliers, and is dedicated to fair and equal opportunities for all. Purchasing oversees the Supplier Diversity Program at our organization.

The Purchasing Department strongly encourages the participation of minority-owned, women-owned, and veteran-owned businesses, socially and economically disadvantaged business enterprises, and small businesses in its purchasing and contracting activities. The participation may be through direct contracting or sub-contracting or a business partnership.

The departments throughout the organization have authority to purchase goods and services up to \$2,500 by use of their Procurement Cards. This allows direct buy of goods and services from local and small firms as well as minority-owned and women-owned businesses. To that end, Purchasing encourages all Procurement Card Holders to search and buy from a diverse group of suppliers.

The Washington State Office of Minority and Women's Business Enterprises (OMWBE) certifies firms that are a minority or women-owned business. Purchasing refers vendors to contact OMWBE www.omwbe.wa.gov directly for certification.

The OMWBE directory is available on the Purchasing Department website under Supplier Diversity and State Resources on the Web. This allows the departments to search for minority and women-owned suppliers.

For the most updated purchasing information, Purchasing Thresholds and Authorities, general guidelines, and forms, please visit Purchasing website: <https://inside.seattlecolleges.com/default.aspx?svc=purchase&page=purchase>.