# AP8057 MINORITY BUSINESS ENTERPRISES (MBE) AND AP8057

 **WOMEN BUSINESS ENTERPRISES (WBE) POLICY**

**RESPONSIBLE PARTY AND SPECIFIC MEASURES TO INCREASE PARTICIPATION**

The Purchasing Manager is given the authority to ensure implementation of the plan and will take the following measures to increase participation by certified businesses:

 1. Review each requisition and identify the types of acquisitions in which minority and women’s business enterprises might reasonably be expected to participate, and include the Minority Business Enterprises (MBE) or Women’s Business Enterprises (WBE) in our mailing list for solicitations.

 2. As per WAC 326-40-010, where as a contract for goods and services is to be awarded on the basis of competitive bidding and includes goals for MBE and WBE participation, the award shall be made on the basis of the MBE and WBE participation when the contract price is within 5% of the lowest responsive bid.

 3. Big Bend Community College will comply with WAC 326-40-020, averaging participation, if MBE and WBE goals in Item 2 above cannot be reached by any participant.

 4. We will waive the performance bond on any public works project that does not exceed $25,000, if the qualified person meets the prequalification questionnaire.

 5. In accordance to WAC 326-40-100, Big Bend Community College will accept Joint Venture Approval, if the participants meet all criteria as outlined.

 6. In the case of necessary substitutions on a contract requiring participation of certified businesses, we will attempt to use the next apparent low bidder and require the contractor to meet goals pursuant to WAC 326-40-080.

 7. With an estimated participation base of $2.6 million we are planning on obtaining our goals through not only the above listed methods, but with an aggressive approach to including participation in construction and remodeling.

**USEFUL FUNCTION**

At the time of requisition the Purchasing Manager will make the determination as to whether the purchase is for a commercially useful function as stated in WAC 326-40-070. At no time will we purchase unnecessary goods and services to obtain credit for participation goal attainment. The Purchasing Manager will also assume the responsibility to ensure that the suggested Minority/Women Business Enterprises (MWBE) participant is currently certified before solicitation begins.

**RECORD KEEPING**

All expenditure data will be provided to the Office of Minority and Women’s Business Enterprises (OMWBE) on a monthly schedule through our Computing Consortium as required by WAC 326-40-050. All back-up material will be with our Purchasing Manager and Accounts Payable person.

**IMPLEMENTATION AND INVESTIGATIONS**

It is also the intent of Big Bend Community College to cooperate fully with the Office of Minority and Women’s Business for not only implementation of new information, but also in assisting with any investigations.

**LIAISONS AND TRAINERS**

In order to facilitate communications Big Bend has appointed the Purchasing Manager, (509) 762-6207, and the Controller, (509) 762-6211, as co-liaisons.

The appointed liaisons have also accepted the responsibility of communicating the policy and procedures to the staff and training of all implementations.

**PREQUALIFICATION FOR PERFORMANCE BOND WAIVER**

1. Produce full set of financial statements. The statements must indicate adequate financial resources to perform the contract.

2. The bidder must be able to meet performance schedule.

3. The bidder must produce a listing of a minimum of five completed projects focusing on the same scope of work and names of contact people for references.

4. The bidder must produce an equipment list and history on all employees that will be operating the equipment.

5. Cooperate fully with the Office of Minority and Women’s Business Enterprises (OMWBE) in case of an investigation and provide all necessary expenditure data to OMWBE pursuant to WAC 326-40-050.