

STATUS REPORT
FY 20-21

IV. COMPREHENSIVE EQUITABLE PURCHASING TARGETS BY 2022





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Target Actions

- Increase Student Engagement with Procurement Services
- Align Purchasing with Business Diversity and Equity Targets

Sustainability Plan guiding principle



Keep equity and inclusion at the center

AASHE STARS category

OP 11

Sustainable Procurement

BASELINE METRIC(S):

- Measure the number of suppliers who have agreed to the University Code of Conduct
- Increase Student Engagement in the Procurement Process related to sustainability and business diversity

Q2 ACTIVITY:

- Procurement Service Intern Hired
- Scoped Student Projects
- Held Monthly Meetings with OMWBE
- DEI Presentation
- Submitted Required Spend to OMWBE

Q2 CHALLENGES ADDRESSED:

The Pandemic impacted our ability to move forward with the 2nd tier reporting project and delayed the student hiring process.

Procurement Service staff were focused on sourcing and addressing COVID related purchases and learning to work remotely.

Action Owner:	Aleanna Kondelis & Claudia Christensen
Target Team:	UW Purchasing

ACTION STATUS:



Action: Increase student engagement with procurement services	
Action: Align purchasing with business diversity and equity targets	

MITIGATING RISKS:

Procurement staff have adapted to the virtual work environment and continue to outreach and connect with suppliers and departments via Zoom.

The Pandemic opened opportunities for small, minority, women and veteran owned business to provide products to the University.

NEXT QUARTER ACTION:

- Begin work on framework for target outreach to campus/vendors/students
- Continue OMWBE meetings, moving to quarterly
- Hire additional student intern
- Continue to partner with Foster School and other public agencies on diversity and sustainability efforts



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Keep equity and inclusion at the center

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OP 11

Sustainable Procurement

STEPS STATUS:

<p>Action 1: Increase Student Engagement with Procurement Services</p>	<p>Step 1: Identify student procurement projects</p> 	<p>Step 2: Create two student positions in procurement services</p> 	<p>Step 3: Develop a system for student concerns regarding purchasing values.</p> 
<p>Action 2: Align Purchasing with Business Diversity & Equity Targets</p>	<p>Step 1: Report the number of contract suppliers who have agreed to Supplier Code of Conduct</p> 	<p>Step 2: Continue to report diversity spend across the enterprise.</p> 	<p>Step 3: Publish report of 2nd tier diversity spend by large companies holding University contracts.</p> 

-  **Note:** Copy and Paste the appropriate 'status icon' into the upper right hand corner of each **step** above to complete the Steps Status.
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ACTION:

Increase Student Engagement with Procurement Services



Steps we will take in FY 2021

1. Identify discrete projects to provide opportunities for student engagement, focusing on sustainability products and projects and supplier diversity reporting and guidance.
2. Create two additional student positions within Procurement Services.
3. Develop and test a system for receiving student concerns regarding purchasing values or ethics.

Statuses and linkages

Procurement Services and the Business Diversity & Equity programs have student interns in place, and is well under way toward identifying additional student projects.

Financing

Funding for student positions in UW Procurement Services has been approved by UW Finance. Business Diversity & Equity (BDE) within UW Facilities funds student internships through a UW Endowment for diversity outcomes.

Metrics

- Student awareness of UW purchasing as measured by RSO engagement surveys; fall and spring quarter comparison.
- Student participation and awareness in Supplier Diversity RSO events; annual comparison.

This action does not impact a STARS credit score directly.



GOING BEYOND
AAHSE STARS



Increase Student Engagement with Procurement Services

STEP 1:

Identify discrete projects to provide opportunities for student engagement, focusing on sustainability products and projects and supplier diversity reporting and guidance.

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

- Student Intern Hired in Procurement Services - start date: January 2021
- Identified proposed projects for student intern related to campus and supplier education and outreach regarding sustainability, diversity and procurements' role on campus.

CHALLENGES ENCOUNTERED OCT - DEC 2020:

- Student intern managing our 2nd tier reporting process elected to take a break. Due to COVID and remote work, her project is currently on hold.

PLAN FOR JANUARY - MARCH 2021:

- Ensure student intern(s) take the State Department of Enterprise (DES) Procurement training to gain a foundational understanding of the State and University Procurement policies and practices.
- Intern to help develop a framework to improve targeted outreach to campus and vendors, to include a survey to campus/student/vendors and a mechanism to capture feedback and measure outreach activities.

Increase Student Engagement with Procurement Services

STEP 2:

Create two additional student positions within Procurement Services.

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

- One student intern hired in Procurement Services
- One student intern is taking a break and may return spring quarter

CHALLENGES ENCOUNTERED OCT - DEC 2020:

- Procurement Services was without any student interns during this time frame, limiting our ability to engage students.

PLAN FOR JANUARY - MARCH 2021:

- Fill 2nd Procurement Service intern position
- Student intern hired in December in addition to working on an outreach framework will participate in procurement sourcing events attend Carbon Offset sub-team and various procurement team meetings.

Increase Student Engagement with Procurement Services

STEP 3:

Develop and test a system for receiving student concerns regarding purchasing values or ethics.

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

- This is one of the areas a student intern can assist, however we were without any interns during this period.

CHALLENGES ENCOUNTERED OCT - DEC 2020:

- No student interns were employed during this time frame

PLAN FOR JANUARY - MARCH 2021:

- Hiring additional student intern(s) to assist in this area.
- Investigate a method/process to capture student input and understanding of the Procurement process. This may invoice a target survey developed in partnership with a student intern,.

METRICS & LINKAGES:

Procurement Services and the Business Diversity & Equity programs have student interns in place, and is well under way toward identifying additional student projects.

METRICS:

LINKAGES:

Diversity Spend Goals:
OMWBE (State) Certified Spend
Institutional Overall Diversity Goals - [Regents Policy 60](#)

ACTION:

Align Purchasing with Business Diversity and Equity Targets



Steps we will take in FY 2021

1. Report the number of contract suppliers who have agreed to our Supplier Code of Conduct.
2. Continue to report diversity spend across the enterprise.
3. Publish report of 2nd tier diversity spend by large companies holding University contracts.

Statuses and linkages

Supplier Code of Conduct is published on Procurement Services website and included in many, but not all University contracts.

Reports have been obtained from major contract suppliers; reporting format for 2nd tier diversity spend is being finalized.

Financing

No additional financing needed in FY 2021.

AASHE STARS Scoring

- Percentage of suppliers who have agreed to Supplier Code of Conduct.
- Percentage of spend from diverse businesses relative to total spend.

This action addresses AASHE STARS 2.2 credit OP-11 *Sustainable Procurement*, in which UW has a points gap of 0.50.

0.50 AASHE STARS
POINTS OPPORTUNITY

Align Purchasing with Business Diversity and Equity Targets

STEP 1:

Report the number of contract suppliers who have agreed to our Supplier Code of Conduct.

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

- Supplier Code continues to be included in all master contracts.
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CHALLENGES ENCOUNTERED OCT - DEC 2020:

- Current supplier registration system doesn't require a firm registering to do business with the University, regardless of whether they have a contract, to agree to our code of conduct.

PLAN FOR JANUARY - MARCH 2021:

- Incorporate the Code of Conduct into Procurement Standard Terms and Conditions.
- Create methods to communicate information about the Code to campus and vendors via newsletters, websites and campus training sessions.
- Discuss with Finance Transformation Team - supplier registration portal may be able to add acceptance of the Code to their intake process.

Align Purchasing with Business Diversity and Equity Targets

STEP 2:

Introduce and develop organizational level spend and Inclusion Plans

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

- Continued collaboration with campus stakeholders, DEI and OMWBE
- Information regarding doing business with the University sent to new businesses certified by the State Office of Minority and Women Business Enterprises (OMWBE)
- Planning meeting with Erin Lopez, Department of Enterprise Services to develop a virtual supplier orientation program.

CHALLENGES ENCOUNTERED OCT - DEC 2020:

- COVID and remote working minimized opportunities to outreach to specific departments.

PLAN FOR JANUARY - MARCH 2021:

- Customize outreach to departments and provide resources to assist in forecasting upcoming procurements that may help achieve diversity spend goals.

Align Purchasing with Business Diversity and Equity Targets

STEP 3:

Publish report of 2nd tier diversity spend by large companies holding University contracts.

ACTIONS THAT OCCURRED/ONGOING OCT - DEC 2020:

-2nd tier reporting suspended temporarily due to student intern taking a break due to COVID and remote learning challenges

-Procurement Services has identified a category of spend that has historically been purchased from large, major distributors. A large contract supplier has a relationship with a small, disadvantaged, service disabled owned business and we are finalizing a contract with this company. They will offer direct sales of scientific and lab supplies for campus departments, specifically recipients of a federal contract awards subject to Small Business Subcontracting Plan Goals established by the awarding agency.

CHALLENGES ENCOUNTERED OCT - DEC 2020:

-Student intern unavailable to continue this work

PLAN FOR JANUARY - MARCH 2021:

--Restart the data collection and reporting process.

-Continue to analyze spend and create targeted outreach to departments.

METRICS & LINKAGES:

Supplier Code of Conduct is published on Procurement Services website and included in many, but not all University contracts. Reports have been obtained from major contract suppliers; reporting format for 2nd tier diversity spend is being finalized.

METRICS:

- Incorporate the Code of Conduct into Procurement Standard Terms and Conditions.
- Create various methods to communicate information about the Code to campus and vendors.
- Discuss with Finance Transformation Team - supplier registration portal may be able to add acceptance of the Code to their intake process.
- Restart the 2nd tier spend collection
- Publish data on Procurement Services Webpage

LINKAGES:

Diversity Spend Goals:

OMWBE (State) Certified Spend

Align with Governor's [Subcabinet on Business Diversity](#)

Institutional Overall Diversity Goals - [Regents Policy 60](#)

AASHE STARS 2.2 credit OP-11 Sustainable Procurement, in which UW has a points gap of 0.50