Supplier Diversity Plan

Materials and Non-Professional Services

Are the goods or service available on a state contract?

- YES → Follow appropriate internal procedures to do a requisition or RWO.
- NO →

Less than $2,500

Open Market Is the vendor frequently used?

- YES → Contact Fiscal to see if PO exists
  - YES → Purchase is made from PO
  - NO → Division Fiscal will create PO if expenditures are expected to exceed $5,000 within the year
- NO → Purchase can be direct claimed. - Follow internal procedures to verify funds are available and that the purchase is properly authorized

$2,501-$4,999

Open Market A purchase order is not required is the vendor is a one-time or infrequently used

Check **OMWBE** website to see if suppliers are available (see note 1)

- YES → Contact **OMWBE** vendor and place order after following internal procedures to verify funds are available and that the purchase is properly authorized.
- NO → Order from desired vendor

$5,000-$9,999

Open Market A purchase order **<u>is</u>** **<u>mandatory</u>** for all purchases over $5,000 unless federal funds

Check **OMWBE** website to see if suppliers are available (see note 1)

- YES → Contact **OMWBE** vendor and place order after following internal procedures to request and process a Purchase Order.
- NO → Follow internal procedures to request a Purchase Order

$10,000-$24,999

Minimum of 3 written quotes and a purchase order **<u>are</u>** **<u>mandatory</u>** Check OMWBE website to see if suppliers are available (see note 1)

- YES → Minimum of 3 written quotes of which 1/3 must be **OMWBE** vendors → Division Fiscal will create PO from the <u>lowest</u> quote
- NO → Are there 3 suppliers available for quotes?
  - YES → The Division Fiscal will create PO from the <u>lowest</u> quote
  - NO → Document steps taken to find 3 vendors. Division Fiscal will create PO from the <u>lowest</u> quote

Over $25,000

Formal bidding procedures must take place

Put together technical specifications, contact Fiscal Analyst for contract # and ITB Master

Bid opening scheduled in the DSHS Building presided over by Fiscal Analyst or Controller

Once bids have been received and opened, the master copy is held in Central Fiscal. Division has 30 calendar days to request the award and provide Central Fiscal with the tabulation sheets, vendor has 15 calendar days to return signed contracts

The Division Fiscal will create PO from the contract

Note 1: on purchases between $2,500 and $24,999, screen prints of the attempt or success on the OMWBE website should be kept with the request for purchase.

Note 2: to ensure compliance with <u>Executive Order 14</u> the Controller will randomly request copies of the OMWBE screen prints.