# UW Bothell Supplier Diversity Program

## Tips for Finding and Purchasing from Diverse Suppliers

*Finding Diverse Suppliers*

There are different ways to find diverse suppliers. In this sheet, you will learn to find them through UW Contracts, Office of Minority and Women’s Business Enterprises (OMWBE), and City Chambers of Commerce.

*Finding “UW Contracted” Diverse Suppliers*

The University has contracts listed in the UW Contracts portal for many goods and services that are managed by a UW Buyer. Contracts contain terms and conditions—such as warranties and insurance— that protect the University. Buying on an already existing contract provides the best value with responsible suppliers and results in lower overall cost. Some contracted suppliers may offer special pricing deals.

Visit the UW Contracts site: <https://themis.pur.washington.edu/prd/con_index.php>

* On the right hand side is a Contract search tab. Below the Search bar is the “View Contract List” tab. Listed under this tab are different categories for contracts. Under the “Small & Diverse Suppliers” tab you may view a more updated list of suppliers that have been newly contracted.
* There are separate tabs also under the search bar for catering and hotels. The small and diverse suppliers will be marked with a red asterisk (\*).
* The notes section of individual contracts may have special rates and discounts available.

*Finding OMWBE Certified Suppliers*

The Office of Minority and Women’s Business Enterprises (OMWBE) is the sole certifying agency for small businesses owned and controlled by minority, women and socially and economically disadvantaged persons in Washington State.

Visit the OMWBE website at this link: <https://omwbe.wa.gov/>

* On the homepage click the Directory of Certified Firms tab in the top header. Then you will click on the link called OMWBE Directory and be directed to the Certification Management System page. Under the certification tab you will click on the link titled “Search Certified Firm Directory”. To search a business name to verify that they are certified input their name under the “Search by Business Name or DBA” tab.
* To learn more about best practices, hover your mouse over the “Supplier Diversity Reporting” tab at the top of the page. A list of sub-categories will show underneath. Select the “Supplier Diversity Best Practices” tab. Here you will learn what you can do to best practice spending with diverse suppliers.

*Finding Locally Owned Suppliers through Chambers of Commerce*

Another method of finding diverse suppliers is to look within the community in your local area. A good way of doing this is reaching out to local chambers of commerce. Going through City Chambers is the best way to identify and get in contact with local vendors who may not be OMWBE certified or have a UW contract.

* To find local suppliers, check the related city’s chamber of commerce website.
* City Chambers near University of Washington Bothell are: Bothell/Kenmore, Eastside, Everett, Woodinville, Snohomish Economic Alliance, etc.
* Check the list at the UW Bothell Supplier Diversity website for updates at <https://www.uwb.edu/administration-planning/services/business-diversity>

*Purchasing from Diverse Suppliers*

*Please refer to the Fiscal and Audit Services Purchasing Website for important purchasing concepts, purchasing tips and general purchasing options.*

*Fiscal and Audit Services – Purchasing:* [*https://www.uwb.edu/finance/purchasing*](https://www.uwb.edu/finance/purchasing)

The FAS Procurement Team serve as an advisor for UW Bothell purchases and reimbursements. Their contact info is below.

* FAS Procurement Team: [uwb-purchasing@uw.edu](file:///C%3A%5CUsers%5Ctgrant%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CHAVYVS0T%5Cuwb-purchasing%40uw.edu)
* Jim Pilon: jpilon@uw.edu, 425-352-5260

*General Questions to Ask When Purchasing from Vendors*

* Do you price match?
* What products would you recommend?
* Is shipping included with this price?
* Can the shipping fee be dropped?
* As we are purchasing in larger quantities, is there a possibility for a discount of some sort?
* Is there a university discount?
* Is there a more sustainable version of this product?
* Is there a diverse supplier in the lists provided by the Supplier Diversity Program website that offers the same product?