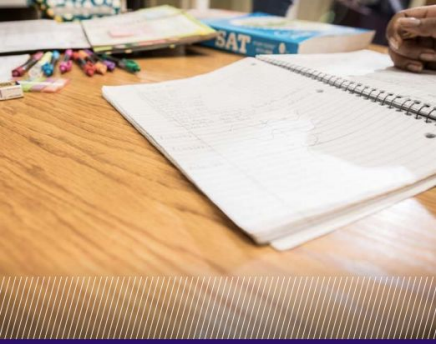


STATUS REPORT
FY 20-21

IV. COMPREHENSIVE EQUITABLE PURCHASING TARGETS BY 2022





IV. COMPREHENSIVE EQUITABLE PURCHASING TARGETS BY 2022

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):

- Survey student awareness of UW Purchasing; fall and spring comparison
- Establish process to report visually
- Report on diversity spend and student engagement best practices

Q1 ACTIVITY:

- Student Intern with BDE & Procurement
- Created and Approved Position Description
 - Leadership commitment
- Establish tracking and reporting process
- Contract Suppliers
 - Report Distribution
 - Capture 2nd tier diversity spending

CHALLENGES:

- What challenges were encountered?
- What do you need to overcome them?

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



RISKS:

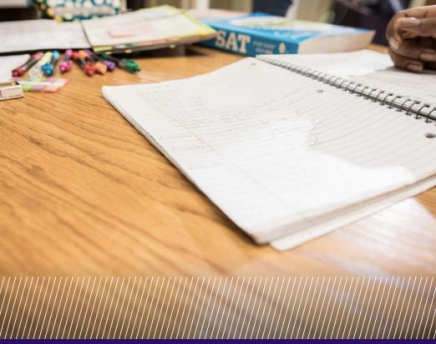
- What are the primary risks?

NEXT QUARTER ACTION:

Continue to find ways to engage students.

- Student positions
- Ongoing project
- Student Surveys.

Continue to capture and report on current goals along with publishing information for campus.



IV. COMPREHENSIVE EQUITABLE PURCHASING TARGETS BY 2022

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

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.
- 
- 

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 JULY-SEPTEMBER 2020:

- Student Intern with BDE
 - Working on a project to identify diversity initiatives and best practices.
- Student Intern with Procurement:
 - Was a member of the Carbon Offset Greenhouse Gas Request for Proposal evaluation committee.
 - Participated in supplier orientation sessions and attended contract business review meetings.
 - Began work on capturing and reporting 2nd tier spend with major contract suppliers

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

- Diversity champions do not actually have influence on buying actions or diverse spend planning.
- Data inconsistent and hard to follow
- Remote learning posing challenges with engagement

PLAN FOR OCTOBER 2020-DECEMBER 2020:

- Continue to identify opportunities to engage students in the procurement process. Pursue involvement with ENV 480 class.
- Continue with ongoing projects (2nd tier reporting/virtual supplier training)

Increase Student Engagement with Procurement Services

STEP 2:

Create two additional student positions within Procurement Services.

ACTIONS THAT OCCURRED/ONGOING JULY-OCTOBER 2020:

- Position Description created and approved for Academy Procurement Services Student Intern
 - Two positions approved - one filled prior to COVID
 - 2nd position on hold

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

COVID and on-line learning created challenges for the student intern. Position offered to a student to fill the 2nd position, however she declined and will reconsider once school resumes in the fall

PLAN FOR OCTOBER 2020-DECEMBER 2020:

Pursue filling 2nd student intern position.

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 JULY-SEPTEMBER 2020:

- Commitment from leadership to develop a system to obtain student concerns regarding purchase practices (values/ethics) has been obtained. Details to be determined.

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

PLAN FOR OCTOBER 2020-DECEMBER 2020:

- Invite student participation : Develop a survey to assess student interest to engage with Procurement to develop a program/system to capture concerns/feedback on a regular basis.
- Consider publishing information on procurement website.
- Consider a student project to create a means for non-contract vendors to agreed to our Code of Conduct (Catalyst survey)

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:

- Publish report of 2nd tier (diversity) spend with major goods and services suppliers
- Publish student project report on diversity and inclusion best practices

LINKAGES:

Relates to Regents Policy 60
OMWBE RCW 39.19

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 JULY-SEPTEMBER 2020:

- Establish a process for tracking and reporting all contract suppliers who have agreed to the Code of Conduct.

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

Current vendor registration process does not include the option/requirement for a vendor to accept the Code of Conduct in order to do business with the University. Contracting staff include the Code in all contracts awarded by Procurement Staff.

PLAN FOR OCTOBER 2020-DECEMBER 2020:

- Discuss ability to include a requirement in the new Workday environment to require all vendors to agree to Code of Conduct
- Publish information to campus encouraging them to refer vendors to the Code of Conduct.

Align Purchasing with Business Diversity and Equity Targets

STEP 2:

Introduce and develop organizational level spend and Inclusion Plans

ACTIONS THAT OCCURRED/ONGOING JULY-SEPTEMBER 2020:

- Establish a process to publish and distribute organizational spend reports including year to year diversity spend analysis

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

COVID put on hold meetings schedules and spending habits.

PLAN FOR OCTOBER 2020-DECEMBER 2020:

- Reports to be generated and shared in October
- Meetings with enterprise wide organizations will start in the Fall and continue through winter and into spring

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 JULY-SEPTEMBER 2020:

- Establish a process to capture 2nd tier diversity spend from major goods and services contract suppliers
- Facilities process captures and reports BEE goal achievement for major projects.

CHALLENGES ENCOUNTERED JULY-SEPTEMBER 2020:

Student intern manages this project and she was not employed during the summer quarter

PLAN FOR OCTOBER 2020-DECEMBER 2020:

- Continue to gather 2nd tier spend and develop visual reporting
- Continue to capture and report against established BEE project goals

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:

- Establish a process to capture and report visually:
 - All 2nd tier spend with major contract suppliers
 - Percentage/number of contract supplier who have agreed to the Code of Conduct
- Report year to year statistics

LINKAGES:

Links to Target 9 - Procurement can influence supplier behavior with regard to waste and package reduction.
Links to other Targets that involve buying services or being supported by 3rd parties. Leverage suppliers and vendors to establish buying and reporting goals.