



disadvantaged persons. OMWBE certifies businesses in order to increase contracting opportunities for certified businesses.

Qualified DBE: A DBE that has the skills, specialization, experience, and resources necessary to perform the work called for under an intended University contract.

V. POLICY REQUIREMENTS

It is Seattle University's desire to ensure that DBEs have a fair opportunity to participate in University contract opportunities. The following requirements are adopted to ensure compliance with this policy:

A. Non-Discrimination Requirements

Seattle University will never discriminate against any business or person on the basis of race, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as veteran or disabled veteran in connection with the award and/or performance of any of its commitments for goods or services otherwise.

B. DBE Contracting Processes

In procuring goods or services on behalf of the University, all business owners should use and follow sex-neutral procurement procedures, and procedures designed to encourage DBE participation, even if the contract is not required to be competitively bid, including:

1. Arranging solicitations, times for presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs;
2. Making contracts more readable and accessible to small businesses and non-native English speakers;
3. Providing assistance in overcoming limitations such as inability to obtain financing or insurance by identifying outside businesses or agencies that can possibly lend assistance;
4. Providing technical assistance and other services;
5. Implementing information and communications programs about University contracting procedures and specific contract opportunities by, for example, ensuring the inclusion of DBEs on recipient mailing lists for bidders; ensuring the dissemination to bidders on general contract lists of potential subcontractors; and providing information in languages other than English, where appropriate;
6. Ensuring distribution of the list of DBEs in the University's internal procurement system, through print and electronic means, to the widest feasible universe of University personnel and current and potential general contractors;
7. Assisting DBEs in developing their capability to utilize emerging technology and conduct business through electronic media;
8. Recommending qualified businesses become certified with the OMWBE and assist with the certification process, where appropriate and feasible;
9. Including Qualified DBEs in solicitations and among the vendors contacted and asked to respond to qualifying questions if a Request for Information ("RFI") is needed;
10. Including Qualified DBEs in the list of potential vendors to be used for Requests for

