

## FY 17 Supplier Diversity Inclusion Plan

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**Agency:** Board of Industrial Insurance Appeals

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Agency's plan to increase participation of small minority-, women- and veteran-owned firms:

Discuss OMWBE opportunities in monthly purchasing meetings. Review OMWBE calendar of events and website on a regular basis to identify training opportunities. Attend training offered through OMWBE and/or DES. Attend meet and greet events with vendors sponsored by OMWBE

# Supplier Diversity Best Practices

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## 1. Proactively identify your contracting and procurement needs.

This allows time to identify the availability of minority-, women- or veteran-owned firms and conduct outreach.

## 2. Review existing state resources to identify currently certified firms.

- Review OMWBE's [Directory of Certified Firms](#) and the Department of Veteran Affairs' [website](#) to identify certified firms in your areas of need.
- Businesses that register in the [Washington Electronic Business Solution](#) (WEBS) can identify themselves as seeking subcontracting opportunities and share their status as a small, minority-, women- and/or veteran-owned businesses.
- Contact OMWBE if you need any help cross referencing your agency's purchasing or contracting needs with certified firms.

## 3. Consider structural changes to procurement approach to identify small businesses.

Examples:

- Break down projects to encourage participation by small businesses. Identify subcontracting opportunities prior to advertising. This can be done by the agency and/or the prime contractor.
- Understand agencies' [direct buy purchasing authority](#).

## 4. Conduct outreach and targeted recruitment.

Examples:

- Advertise contracting opportunities with OMWBE or other organizations that regularly interact with small businesses owned by minorities, women and veterans.
- Host, sponsor or attend trade to inform small businesses of contracting opportunities. [OMWBE's website](#) is one source to find upcoming events.
- Contact OMWBE for assistance in helping identify small businesses that may be eligible for certification in certain markets. OMWBE currently subscribes to a specialized database that can perform these detail searches.
- Know where to refer a business that wants to be certified by OMWBE or DVA. The attached fact sheet is a good starting place.

## 5. Monitor

- Monitor your organization's spend with certified businesses so you know what is working and can adjust your strategies as needed.

### Questions?

Please contact Lawrence Coleman, Assistant Director of Communications and External Relations, at [supplierdiversity@omwbe.wa.gov](mailto:supplierdiversity@omwbe.wa.gov) or 360-664-6759