

## ***Supplier Diversity Inclusion Plan***

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**Agency:** *Department of Licensing (DOL)*

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

*DOL's Diversity Inclusion Plan for FY2017 in an effort to reach the targets of 10% Minority Owned, 6% Woman Owned, and 5% Veteran Owned is as follows:*

- 1. Include the Assistant Administrator for Contracts & Procurement as an active participant during the Vendor Trade Shows.*
- 2. Continue to educate the Contract Specialist and Contract Managers teams to ensure that that they conduct research through WEBS and the OMWBE websites to determine if there are existing certified vendors already on contract with the State.*
- 3. Including the certification process in all solicitations, contracts, and email responses to new vendors.*
- 4. Engage in OMWBE events to determine if opportunities exist within the vendor community.*
- 5. Work with OFM to receive monthly data and create an internal process assessment and improvement.*
- 6. Work with OFM and WaTech to identify areas of opportunity to increase awareness of firms to be educated of the certification process.*
- 7. Work with the Procurement Customer Advisory Group (PCAG) in order to share and receive best practices.*
- 8. Work with the Washington Association of Contracts Specialist (WACS) in order to share and receive best practices.*
- 9. Advertise contract opportunities with OMWBE as they are in constant communication with small businesses.*
- 10. Continue to refer businesses to OMWBE in completing the certification process.*
- 11. Continue to monitor contract opportunities with OMWBE certified companies.*
- 12. Include OMWBE as a question during performance audits and utilize the opportunity to promote certification under OMWBE.*

*For additional information, please contact Greg Zayas at 360-902-3754 or Evelyne Lloyd at 360-902-3961.*