

Supplier Diversity Inclusion Plan Template: DOH FY17

Agency: Department of Health

Contact:	Michael Maverick	360.236.3918	Michael.maverick@doh.wa.gov
	Name	Telephone	Email

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

1. The Plan Representative is Michael Maverick. This person will guide implementation of the department's M/WBE & Veteran initiatives in the area of contracting and procurement. Additionally, this person will lead the agency effort to attend appropriate trade show and similar events.
2. Our agency will sponsor, support, and/or participate in the following outreach events with M/WBE & Veteran community associations, vendor, and industry organizations:
 - a. 2017 DES Annual Training Conference and Trade Show - Greater Tacoma Convention and Trade Center, November 8 and 9.
 - b. 2017 Regional Contracting Forum.
 - c. 2017 Western Washington Business Partnership Forum.
3. Our agency will attempt to analyze and validate the commodity codes used for diversity spend calculations to determine if the calculation include DOH funds that are locked to a required vendor. If so, the removal of those funds from the calculation will give a more accurate picture of the agency's diversity spend calculations.
4. Continue to use and refine the DOH single purchase solicitation template with clear language alerting the vendor community that if the solicitation presents a barrier to contact DOH with a proposed solution.
5. Senior management will celebrate supply diversity successes and recognize programs/individuals for their good work.

Supplier Diversity Best Practices

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 or 360-664-6759