

Supplier Diversity Inclusion Plan Template

Agency: Department of Corrections

Contact:	Anita Kendall	360.725.8295	Anita.Kendall@DOC.WA.GOV
	Name	Telephone	Email

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

Department of Corrections Supplier Diversity Inclusion Plan 2017

The Department of Corrections (DOC) Supplier Diversity Plan is divided into two phases with the focus for FY2017 on Phase I. If the internal workgroup, that is guiding DOC's efforts to increase supplier diversity, completes Phase I then Phase II will begin. It is critical to our success that we devote the necessary time to developing the infrastructure that will support the agency purchasing and warehouse staff in their efforts.

Phase I:

Outreach, training and expectations: DOC has 24 decentralized purchasing staff and 12 Warehouse Supervisors purchasing goods and services and prison consumable inventory supplies. Use of the DES Master Contract is embedded into our normal purchasing processes. Spending that does not fall under a DES Master Contract is the focus of this outreach, training and expectations.

1. Created on-going internal quarterly meeting (phone or WebEx) to provide training, education and tools to support the purchase process.
2. Scheduled a joint meeting in March 2017 for all purchasing staff and warehouse supervisors where several business diversity topics will be discussed and training will be provided; including the role of the Direct Buy limit in increasing OMWBE participation.
3. Set expectations for our purchasing staff related to supplier diversity outreach by requiring direct contact by purchasers a minimum number of times each month during the purchase process.
4. Use of a purchase order instead of purchasing card if the vendor is OMWBE certified.
5. Will continue to participate in the annual Business Partnership Forum, hosted by DES.

6. Develop a participation strategy for OMWBE hosted “Doing Business with” trade seminars. The Department has not historically participated in trade. The Business Diversity team will analyze and recommend the best approach for DOC to sustain a presence in the trade and a method to determine if on-going participation is beneficial to outreach efforts.

Tools and Resources: DOC is in the process of developing infrastructure to support the supplier outreach. These tools are designed to make it easier for purchasing and warehouse staff to identify current OMWBE vendors, to gather information on local small businesses in our community in order to share resources amongst facilities and to track metrics that report our process towards these goals.

1. A methodology was developed to track supplier diversity contacts within our internal purchasing system (TRACKS) to assist with measuring and improving our results. An existing field that was not used was designated to track whether or not the purchasing staff completed the outreach referred to in number 3 above.
2. DOC is in the process of developing an internal tracking mechanism of diverse vendors that includes OMWBE registered vendors and other identified small/diverse vendors to enhance our outreach. This includes grouping diverse vendors into service and product categories for ease of use and to increase likelihood of use. DOC intends to reach out to OMWBE to request that they add the Statewide Vendor Number and the North American Industry Classification System (NAICS) code to their Directory of Certified Firms. This will allow DOC to provide a more targeted list of vendors for the goods and services that we purchase. This will decrease the time it takes for our purchasing staff to find and use OMWBE vendors.
3. DOC is very focused on small businesses within the communities where we have prison facilities. It is imperative that we support local businesses which strengthens our relationships with Communities. This tracking mechanism will allow us to share resources and increase awareness for all of our purchasing and warehouse staff on the vendor’s used in our local communities.

Phase II:

Targeted outreach and recruitment: once Phase I is substantially complete, DOC will move into Phase II. In this phase of the work, DOC will focus on external vendor outreach, education and recruitment.

1. The concept currently under discussion involves a mailing to current on-going vendors summarizing the Department’s efforts surrounding Business Diversity. It involves outlining the types of participation and encouraging them to support the state’s efforts to register eligible vendor’s and increase the public awareness of Supplier Diversity spending amongst Washington businesses.
2. Our Supplier Diversity team will continue to strategize on target outreach, recruitment and education opportunities, focused on increasing registration with OMWBE, Veteran’s Affairs and the Small Business Administration.

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