

Agency: **Office of Superintendent of Public Instruction**

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

Conduct Outreach and Targeted Recruitment:

- Advertise contracting opportunities with the Office of Minority and Women's Business Enterprises (OMWBE) or other organizations that regularly interact with small businesses owned by minorities, women, and veterans. Procurement opportunities (excluding those that are pre-vetted DES 2nd Tier Solicitations) are posted on OMWBE's website.
- Continue to include language in our procurement templates that encourages participation with firms certified by OMWBE and the Department of Veterans Administration (DVA).
- Know where to refer a business that wants to be certified by OMWBE or DVA. Our procurement templates include instructions about certification for OMWBE and DVA.
- Rely on notice and advice from DES and OMWBE regarding Trade Shows and other outreach opportunities that would allow OSPI to meet vendors.

Monitor:

- Document contractors who self-certify during the pre-contract/planning phase using the Contractor Intake Form and OMWBE/Small Business Self-Certification Form.
- Monitor spend amounts with certified businesses and adjust as needed.

Training:

- Ensure all purchases include tax id #s, especially certified OWMBE businesses.
- Make efforts, when practicable, to break down purchases to maximize OMWBE businesses participation.
- Ensure contract/program managers are able to recognize and account for subcontractors that are OMWBE certified.