

# Supplier Diversity Inclusion Plan Template

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**Agency:** WA State Department of Natural Resources

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

Attend the DES training conference and tradeshow. Participate in the regional contracting forum. Continue to work with DES and other state partners to find ways to ethically and competitively encourage of the use of OMWBE vendors. Connect with and educate DNR purchase card users on RCW 39.19.250; even though purchases paid with purchase cards are not currently counted in the agency spend data because the detail about who is being paid is not captured in the state's accounting system. Analyze provided spend reports to establish a baseline and encourage increased participation in procuring goods and services from OMWBE vendors.

# 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