

Supplier Diversity Inclusion Plan

Agency: Washington State Department of Agriculture

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Statement of Commitment from Derek Sandison, Director

The Department of Agriculture is committed to promoting the principles of competitive and fair access to all contracting and procurement opportunities, and to increasing contracting and procurement with minority, women and veteran owned businesses through outreach and inclusion.

Supplier Diversity Mission Statement

WSDA is committed to achieving greater minority/women business enterprises (M/WBE) and Veteran owned business participation. WSDA will continue to use existing laws and regulations to increase access to, and contracts with, firms certified by the Office of Minority and Women's Business Enterprises (OMWBE) and/or certified Department of Veteran Affairs (DVA) owned businesses.

Goals of This Plan

The goal of this plan is to identify realistic procurement opportunities for M/WBE and/or Veteran owned businesses to increase participation through outreach in the bidding process, awarding of contracts and other opportunities.

Roles and Responsibilities

The following individuals have the delegated authority, responsibilities, and obligations to implement and monitor success of this plan.

Director and Deputy Director -

- To lead WSDA's ongoing commitment to the principles of competitive and fair access and to ensure increased procurement and contracting opportunities with minority, women and veteran owned businesses through the elements of this plan.
- To ensure that policies, procedures, and training are in place in support of this plan and to work with the Leadership Team to identify appropriate staff to be trained.

Assistant Directors -

- To ensure that acquisitions conducted within their respective divisions are in compliance with agency policies and procedures in support of this plan. To ensure program managers and staff follow such policies and procedures. To ensure that appropriate staff attend training, and have the resources to implement the policies and procedures.

Contracts and Procurement Office -

- To ensure that policies, procedures, and training are in place in support of this plan, to develop and conduct training on the agency's responsibilities related to outreach and fair access and to ensure

increased procurement and contracting opportunities. To ensure that acquisitions conducted are in compliance with agency policies and procedures in support of this plan.

Division Coordinators -

- To ensure compliance with agency policies and procedure of this plan and to consult with and support program managers in efforts to implement this plan and meet agency goals.

Program/Contract Managers -

- Program/contract managers ensure that acquisitions conducted within their delegated authority are in compliance with agency policies and procedures in support of this plan. To consult with the Contracts and Procurement Office for best practices. To attend training as appropriate in support of this plan.

Required Outreach for Contracting

WSDA shall use the following methods of outreach for procurements whenever possible. Exceptions to this requirement may only be granted by the WSDA Contracts Administrator:

- All agency contract procurements will be posted on the Department of Enterprise Services (DES) Washington's Electronic Business Solutions (WEBS) application
- When **not** using DES master contracts:
IT contract procurements will be posted on WEBS, DES procurement site

Staff Training

- OMWBE and Veteran owned business information will be included in the curriculum for both the mandatory contracts training, and the contracts management training given to appropriate agency staff

Objectives for Achieving Increased Participation

The following are additional objectives WSDA will implement to achieve increased participation:

- When posting procurement opportunities to WEBS, post to all registered OMWBE and Veteran certified firms
- Encourage firms that may meet the eligibility criteria to contact OMWBE and/or DVA for certification.
- Review items purchased through the Department of Enterprise Services (DES) Master Contracts program and identify certified firms from which WSDA can purchase the same products.
- Identify M/WBE and Veteran owned business WSDA is currently doing business with and look for ways to increase that spend.
- Identify M/WBE and Veteran owned business that WSDA can use when DES master contracts do not provide the goods or services.

WSDA Participation Goals

Class of Contract	MBE Goal	WBE Goal	Veteran Goal
Professional Services	5%	2%	1%
Purchased Goods	2%	2%	2%
Purchased Services	3%	2%	2%

WAC 326-30-030 *Procedures for Setting Overall Annual Goals* is in the process of being amended to provide that each state agency and educational institution will collaborate with OMWBE to establish its specific overall annual goal(s). OMWBE will continue to establish an annual goal for the state overall.

Records Maintenance

WSDA will maintain records of contract awards, purchase orders, and other expenditures in accordance with the state's records retentions policies, procedures and schedules.

Complaints and Disputes

Disputes and complaints arising from procurements will be resolved through the complaint and protest procedures outlined in the procurement document.

Maintaining Documents and Policies

WSDA will work with OMWBE, DVA and the Attorney General's Office to review and revise agency contracting and procurement documents, policies, and practices that may hinder or create barriers to successful implementation of this plan.

Monitoring of this Plan

This plan will be reviewed and updated as needed, to ensure compliance with laws and regulations.


Derek I. Sandison, Director 11/7/16