



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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Supplier Diversity Inclusion Plan for FY 2018

Agency: Office of Financial Management/Governor's Office

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The Washington State Office of Financial Management (OFM), Legal and Legislative Affairs Division, handles all contracts and procurements for both OFM and the Governor's Office (GOV). Therefore, this Supplier Diversity Inclusion Plan covers both OFM and GOV.

OFM/GOV's plan to increase participation of small-, woman- and veteran-owned firms consists of the following activities:

1. OFM/GOV will continue to take additional steps to ensure that minority- and women-owned businesses, along with veteran-owned businesses, are notified of contract opportunities that are posted in WEBS. This is done through a number of different avenues, including sending additional emails to businesses that are signed up in WEBS for the applicable category, contacting related businesses and other organizations that may post or pass on contracting opportunities, as appropriate, and other additional outreach as developed. In addition, OFM/GOV will continue sending contract opportunities to the Washington State Commission on Asian Pacific American Affairs, Washington State Commission on Hispanic Affairs, and Washington State Commission on African-American Affairs.
2. OFM/GOV will continue to include information regarding the OMWBE program in OFM/GOV procurement documents and notices. However, minority- and women-owned businesses that have an official certification from a recognized source should also be counted towards the participation goal.
3. OFM/GOV will continue to ask all contractors to indicate where asked in the contract whether they are a Small, Mini, or Micro Business, per RCW 39.26.101, and whether they are certified (on either a state or federal level) as a small business owned and controlled by minority, women, or socially and economically disadvantaged persons.

4. OFM/GOV will notify OMWBE if a business is not certified. OMWBE can then contact the business to educate them on certification for state programs.
5. If the opportunity arises, OFM/GOV will encourage bidders to subcontract with a minority-, woman-, or veteran-owned business as part of an OFM/GOV contract.
6. OFM/GOV will look for opportunities where a contract may be broken down into more than one contract, in order to provide an opportunity for a small-, minority-, woman-, and veteran-owned business to participate and obtain a part of the total project/contract.
7. OFM/GOV contracts training for our staff includes a module on the OMWBE program, where we present state and agency goals related to opportunities and inclusion of minority- and women-owned businesses in state purchasing and contracting activities.
8. OFM will continue to work with the Governor's policy staff and Results Washington on policy development and deployment, and other activities that promote and encourage participation in OFM contract and purchasing opportunities.
9. OFM/GOV will continue to seek opportunities to partner with or attend OMWBE or DES events related to promoting inclusion.
10. In accordance with this OFM/GOV's Supplier Diversity Inclusion Plan, OFM/GOV will review OMWBE's Directory of Certified Firms and the Department of Veterans Affairs' website to identify certified firms in our areas of need.