

Supplier Diversity Inclusion Plan - Fiscal Year 2018

Agency: Office of Minority & Women's Business Enterprises

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

The Office of Minority & Women's Business Enterprises is committed to promoting, increasing and improving the overall participation of small minority, women and veteran owned businesses. We will continue to lead the effort in recognizing the importance of supplier diversity as well as make every effort to ensure we provide equal access to contracting opportunities for all suppliers through process improvements, outreach and partnership.

Our goals are aligned with the statewide Results Washington goals to increase spending in contracting and procurement to:

- 10% for minority owned businesses;
- 6% for women owned businesses; and
- 5% for veteran owned businesses

We have implemented the following strategies for increasing participation of small minority, women and veteran owned businesses:

1. Established proactive process for identifying contract/procurement needs and linking those needs to opportunities for minority, women and veteran owned businesses.
 - a. Forecasting and planning through review of historical data to identify general categories of spend and types of procurement.
 - b. Identify current certified firms that provide services/products in your categories of spend by utilizing the OMWBE directory, DES search tool or WEBS to conduct broad searches.
 - c. Identify and consider certified firms when using a Master Contract through DES.
 - d. If we post solicitations to bid, we advertise with certified firms and other organizations that interact with small businesses, invite businesses to attend a pre-bid, set project goals permitted by state law and follow up with certified firms to identify any barriers.
2. Encourage certification
 - a. Identify firms that currently have contracts with the state and have self-identified to encourage certification.
 - b. Identify firms that may be eligible for certification through other networks

- c. Identify and contact firms that have started the application process but have not yet completed the process.
- 3. Continue to build and strengthen partnerships with diverse communities, businesses and civic/community organizations.
 - a. Developed an outreach plan for managing external relationships and creating new opportunities for outreach.
 - b. Allocate appropriate resources to accommodate communications and engagement
 - c. Track encounters for those seeking information regarding certification or work with the state.
 - d. Attend events and meetings that include certified firms and potentially eligible firms
 - e. Implement language access standards to increase inclusivity
 - f. Hired a new bilingual communications consultant to assist in serving identified communities
- 4. State Agency Support
 - a. Provide support in technical and strategic planning to agencies and educational institutions.
 - b. Review reports/plans more frequently to assist in meeting diverse spend goals.
 - c. Improve access to diverse suppliers (i.e. new website, directory, search tools, accessibility)
 - d. Dedicated an agency manager specifically to assist agencies and educational institutions with methodologies in increasing diverse spend.
- 5. Monitor and Review agency spend data consistently throughout the year to measure progress towards meeting goals and adjust strategies where necessary.