

Supplier Diversity Inclusion Plan • Fiscal Year 2018

Agency: Department of Licensing (DOL)

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

- **Community and Vendor Outreach:**
 - Attend DES Fall IT Training & Open House
 - Establish 1:1 meetings with vendors during the vendor exhibit and share DOL contracting requirements
 - Participate in the breakout sessions discussing Master Contracts
 - Participate in the breakout sessions for diverse business opportunities
 - Attend DES Business Partnership Forum (perhaps be a sponsor of the forum)
 - Establish 1:1 meetings with vendors during the forum – share DOL contracting needs
 - Attend the Alliance Northwest Business Forum (perhaps sponsor)
 - Establish 1:1 meetings with vendors during the forum – share DOL contracting needs
 - Work with the WA Procurement Technical Assistance Center (WAPTAC) who work with Washington based vendors and assist/ coach them on submitting proposals to government
 - Share non-Master Contract solicitations with WAPTAC for them to share with vendors they are working with
 - Work with WAPTAC to conduct market research activities

- **Agency Practice:**

- Provide subject matter expert representation on the DES Diversity Business Inclusion Foundational Training
 - Rollout the Diversity Business Inclusion Foundational Training to all agency procurement professionals, contracts specialists, contract managers, and their leadership
 - Include market research with diverse business inclusion
- Provide subject matter expert representation on the DES Contract Management Training
 - Rollout the Contract Management training which includes market research and diverse business inclusion
 - Implement best practice associated with the Contract Management training in supporting diverse businesses - when contracts are in place
- Continue to use DES' Master Contracts and identify diverse businesses when customers are requesting goods & services
- Implement partnership solutions that allow direct purchases with diverse businesses representing large companies (Grainger Supplier Diversity Program)
- Continue to track Diverse Inclusion Spend and report through Results DOL as a performance measure