

Supplier Diversity Inclusion Plan • Fiscal Year 2018

Agency: Department of Health

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

The Department of Health (DOH) is committed to our Governor's initiative to increase supplier diversity.

Previous Department of Health (DOH) annual plans premised on outreach at vendor forums has not lead to the success the agency was hoping for.

DOH will continue to attend selected conferences, tradeshow, and supplier diversity contracting forums.

In addition to the above, DOH is pleased to share that we've developed an **Equity in Contracts Project Circle** to plan out and address this important objective. It is an agency initiative which hopes to increase small business, minority, female, and veteran participation on DOH contracts and procurements.

The group is co-lead by DOH Kathleen Meehan and Ashley Daniel (Center for Public Affairs) at the direction of senior leadership and the group includes the DES' Business Diversity Initiatives Manager (Erin Lopez), the State Board of Health's Governor's Interagency Council on Health Disparities Manager, and staff representing one of the programmatic business units.

The group is exploring ideas to make DOH's subgrant, competition, and contracting processes more friendly (less of a barrier) to small, minority, and women-owned businesses and organizations. Ideas are voted on and once adopted additional work is performed to test it, such as, surveys to small businesses to get a reality check on the usefulness of the approach.

This work will be ongoing and some of the implementation may be in stages or as pilot projects. The work will likely result in language changes or additions to our competition documents and/or resulting contracts and program tools, resources, and processes. There may be changes to the agency's process, such as, building in small business notification time prior to the release of a competition that a competition for XXXX will likely be released in the next 30-60 days, how to register on WEBS, how to ask additional questions, it could include additional DOH Contracts and Procurement Office (CPO) and agency staff training and/or formal documentation of small

business research and assessment time from programs and the CPO Contracts Specialists and the Purchasing and Supply Specialists.

Currently, the group is working to get input from small, minority, and women-owned businesses. Implementing e-signature is a top strategy for project to streamline the process for small business. Expectations are that by mid-January DOH will have collated all of the feedback from external partners and businesses and will finalize our 2 year work plan sometime in February 2018.

While subject to revision, the current project timeline is:

- March 2017 - October 2017: Project planning
- November 2017 - January 2018 Community partner engagement
- February 2018 – September 2019: Project implementation
- October 2019 – December 2019: Project evaluation