

Supplier Diversity Inclusion Plan - Fiscal Year 2018

Agency: Office of Superintendent of Public Instruction

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The Office of Superintendent of Public Instruction's (OSPI's) plan to increase participation of certified minority-, women-, and veteran-owned firms include the following best practices:

1. Proactively identify OSPI's contracting and procurement needs.

OSPI is responsible for contracting and procurement activities, including direct buys and competitive solicitations. Our plan to increase participation of minority-, women-, and veteran-owned businesses is an ongoing effort. OSPI is committed to encouraging procurement opportunities with certified minority-, women, and veteran-owned businesses. OSPI will continue to review historical data to identify general categories of goods and services regularly purchased for the inclusion of Office of Minority & Women Business Enterprise- (OMWBE-) certified firms.

2. Review your procurement practices.

- Review how purchases are bundled and whether unbundling these contracts will create more inclusion opportunities. OSPI will accomplish this by looking for opportunities where a contract may be broken down into more than one contract in order to provide an opportunity for a minority-, woman-, or veteran-owned business to participate and obtain a contract for part of the total project.
- Ensure staff understand the direct buy purchasing authority and use this purchasing authority when appropriate to do business with certified firms.
- Write solicitations in plain talk, which will assist all bidders.
- Review standard procurement and contract language and reevaluate any requirements that may be barriers for certified firms.

3. Identify diverse options for each category of spend.

- Use the search tool on DES' website to identify master contracts with diverse vendors.
- Use WEBS to identify all firms registered with DES. WEBS includes all certified veteran-owned businesses. Businesses are able to self-identify as minority or woman owned, check OMWBE's directory to see if they are certified.
- Search OMWBE's directory of certified minority- and woman-owned firms.

4. Conduct outreach.

- Advertise contracting opportunities with the OMWBE or other organizations that regularly interact with small businesses owned by minorities, women, and veterans. Procurement opportunities (excluding those that are pre-vetted DES 2nd Tier Solicitations) are posted on OMWBE's website.
- Continue to include language in our procurement templates that encourages participation with firms certified by OMWBE and the Department of Veterans Administration (DVA).
- Know where to refer a business that wants to be certified by OMWBE or DVA. Our procurement templates include instructions about certification for OMWBE and DVA.
- Rely on notice and advice from DES and OMWBE regarding Trade Shows and other outreach opportunities that would allow OSPI to meet vendors.

5. Monitor.

- Document contractors who self-certify during the pre-contract/planning phase using the Contractor Intake Form and OMWBE/Small Business Self-Certification Form.
- Throughout the year, monitor spend amounts with certified businesses and adjust as needed.

6. Training.

- Ensure all purchases include tax id #s, especially certified OWMBE businesses.
- Make efforts, when practicable, to break down purchases to maximize OMWBE businesses participation.
- Ensure contract/program managers are able to recognize and account for subcontractors that are OMWBE certified.