

Supplier Diversity Inclusion Plan • Fiscal Year 2018

Agency: Department of Early Learning

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

The Department of Early Learning is committed to working towards a long term goal of making sure that the contractors and vendors we use represent the unique and diverse population in Washington. DEL continues to look for additional ways to increase the number of community partners and providers registered with OMWBE as a diverse business and make sure that the providers and contractors represent the diverse population of children they are serving.

DEL uses WEBS for direct notification of all formal competitions of bidding opportunities for both goods and services. DEL Program Managers refer partners and interested parties to WEBS to download our available solicitations and encourage participation in OWMBE certification. Information on OWMBE and how to contact OMWBE is included in our bid templates.

DEL trains procurement and Fiscal staff on MWBE reporting processes and their responsibilities. Agency procurement staff target vendors that are program participants and provide services that meet the agency's needs when processing requests.

DEL also met with OMWBE staff in September 2017 on Racial Equity in our contracting process and tools to increase program participation. In October 2017 DEL staff participated in National Build Conference on Diversity and we look forward to building on these two recent experiences and information.

DEL will continue to take the following steps to increase participation:

- Review DEL forms and processes involved in contracts and procurement and make appropriate changes as appropriate.
- Seek out other examples of successful practices for increasing participation from other state agencies and partners within and outside of Washington.
- Collaborate with OMWBE to identify and certify pools of current and potential service providers who are not certified, but who likely meet MWBE guidelines.
- Report quarterly to DEL Leadership team on agency efforts to increase participation and numbers of MWBEs currently contracting with DEL.
- Continue to work on a process to incorporate purchase card transactions as part of annual reporting.
- Identify current contractors that are not certified and market certification when appropriate.

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- DEL is also looking at private sector equity initiatives or advances and how they may be adaptable to DEL's mission.