



STATE OF WASHINGTON  
GAMBLING COMMISSION

*"Protecting the Public by Ensuring that Gambling is Legal and Honest"*

**MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)  
SUPPLIER DIVERSITY PLAN  
09-11 Biennium**

**PURPOSE:** Ensure fair, open competition in procurement activities that includes giving certified minority and women owned businesses an ample opportunity to bid on contracts and provide goods and services to the agency.

**AGENCY GOALS:** The agency will increase contracting and procurement opportunities with minority and women-owned businesses through outreach and inclusion in order to improve agency's MWBE participation percentage. The agency adopts the following goals set by the Office of Minority and Women's Business Enterprises (OMWBE):

Purchased Goods	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE
Professional Services	10% MBE	4% WBE

MBE=Certified Minority Business Enterprises WBE=Certified Women's Business Enterprises

The agency does not have public works or engineering/architectural contracts, so it does not set goals in those areas.

**STRATEGIES:**

The agency strategies for meeting the MWBE goals are:

- Ensure all procurements that require formal competition are posted on Washington Electronic Business Solution (WEBS) and encourage managers to post informal competitive procurements on WEBS.
- Continue to educate managers on MWBE goals and notify them of opportunities for the agency to increase its participation with certified businesses.
- Ensure accurate accounting and tracking of procurement data to OMWBE.



**ACTION PLANS:**

Ensure purchasers consider OMWBE certified businesses when contacting vendors for goods and services. Certified MWBE businesses can be located on WEBS or in the OMWBE published list.

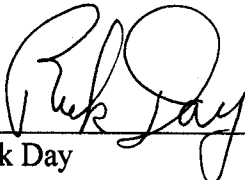
On competitive procurements, we will ensure at least one certified minority business and one certified women's business, if available, are given the opportunity to bid.

Provide managers the agency's MWBE statistics and provide them tools to increase opportunities for certified companies to do business with the agency.

The accounting manager will ensure:

- MWBE considerations are incorporated into standard purchasing procedures;
- Expenditure data is provided to the OMWBE through the agency financial reporting system (AFRS);
- Guidance is given to Business Operations staff on accurate tracking of MWBE data and assess the need for training. The OMWBE will provide training and participate in bid development efforts when requested;
- Requests for exemptions are made through OMWBE when there are no certified firms available for purchases;
- Performance measures are maintained to increase opportunities for minority and women owned businesses to conduct business with the Gambling Commission; and
- Progress is reported to the MWBE Plan Manager on a regular basis on increasing use of certified firms.

**RESPONSIBILITY:** The Director is responsible for the MWBE participation plan and for establishing agency goals. The Business Operations Division Administrator is designated as the MWBE Plan Manager. The plan manager will monitor the agency's progress and provide periodic reports.

  
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Rick Day  
Director

7-15-09  
Date