



Office of Minority and Women's Business Enterprises
2015 Annual Minority and Women Business Enterprise (M/WBE) Plan Instructions

January 29, 2015

To: State Agencies and Educational Institutions

RE: 2015 M/WBE PLANS AND GOAL INSTRUCTIONS

Through Results Washington, OMWBE aspires to meet our annual MWBE participation goal of 16%. With your agency's commitment, we can ensure that certified minority and women businesses have increased contracting opportunities in the state's contracts for public works and the procurement of goods and services.

To assist the state and its agencies/institutions with achieving this goal, we are ready to launch the Minority and Women Business Enterprise (M/WBE) Plan process as required by RCW 39.19.060. Washington State is committed to ensuring that certified businesses are afforded the maximum practicable opportunity to directly and meaningfully participate in its execution of public contracts for public works, and goods and services.

Please begin preparation of your agency/institution 2015 M/WBE Plan. Instructions are attached. To assist with development of the participation plan, OMWBE will begin meeting with your appropriate executive staff in February. Submit completed plans to Edwina Martin-Arnold, Assistant Director of Communications and External Relations, via email edwinam@omwbe.wa.gov, no later than *March 27, 2015*.

Please identify M/WBE utilization goals as requested on the attached instructions, which should be considered aspirational, yet realistic. Any voluntary targets established in a plan shall be reasonably achievable; however, no utilization requirements shall be a condition of contracting, except as may be allowed under RCW 49.60.400.

For questions, please contact Edwina Martin-Arnold by telephone at (360) 664-9776 or (206) 954-3797, or email at edwinam@omwbe.wa.gov. Thank you for your ongoing commitment to diversity.

Sincerely,

A handwritten signature in black ink that reads 'Alexis Oliver'.

Alexis L. Oliver
Director

Attachments: Plan Instructions, Plan Template, Scorecard

2015 Annual Minority and Women Business Enterprise (M/WBE) Plan Instructions

Due March 27, 2015

1. **Agency/Institution Representative:** On page 1 of the Plan, name the agency/institution's M/WBE representative. This representative will plan the following for FY 2015:

- Describe implementation of the department M/WBE initiatives and progress;

Attend appropriate trade show and similar events. The representative would pursue other activities appropriate for the agency/institution, which may include such things as:

- Attend Meet and Greet events sponsored by the Office of Minority and Women Business Enterprises.
- Attend the Regional Contracting Forum
- Attend Department of Enterprise Services Training Conference & Tradeshow

2. **Current Participation:** Submit your current participation rate for state procurement and public works (in percentage and in dollars the percentage represents).
3. **2015 Goals** – On page 1 of the Plan, prominently state the agency/institution's 2015 Participation Goal to include state procurement and public works.

Based on current state trends, identifying a goal of at least 20 percent above the M/WBE spend for 2014 is highly encouraged.

4. **Outreach Events:** Identify plans to sponsor, support, and/or participate in outreach events with the M/WBE community associations, vendors, and industry organizations.
5. **Plans and Strategies:** Identify agency/institution specific commitments, planning, or strategies that are intended for 2015(suggested 3-5 actionable items). Please identify any anticipated training, activities, policy work, or other activities, which are designed to promote M/WBE inclusion.

2015 Supplier Diversity Plan Template

1. The Plan Representative is _____. This person will guide implementation of the department's M/WBE initiatives and progress. Additionally, this person will lead agency efforts to attend appropriate trade show and similar events.
2. Current Participation Spend of M/WBE (in percentage and in dollars the percentage represents):
3. The 2015 aspirational goals, which are at least 20 percent above 2014 M/WBE Spend are as follows (in percentage and in dollars the percentage represents):
4. Our agency/institution will identify plans to sponsor, support, and/or participate in the following outreach events with the M/WBE community associations, vendor, and industry organizations:
 - *List*
5. Our agency/institution developed the following 3-5 strategies in 2015 to obtain our goals:
 - *List*
6. Our agency/institution will conduct the following training, activities, policy work, or other activities, which are designed to promote M/WBE inclusion:
 - *List*

2015 SUPPLIER DIVERSITY SCORECARD

Agencies/institutions will receive a letter grade to measure the success of reaching their aspirational goal. The agency "letter grade" will be determined by dividing the agency/institution's 2015 achieved M/WBE participation rate by its 2015 M/WBE participation rate goal.

For example, if your agency made a 2015 M/WBE participation rate goal of 20% and it achieved a 15% 2015 M/WBE participation rate, your agency would receive a C letter grade (.15/.2=.75).

Percent	Letter Grade
94 - 100	A
90 - 93	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
< 60	F