

**Agency:** Washington State Criminal Justice Training Commission

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

Goals:

- Increase solicitation of minority, women, and veteran owned businesses on WSCJTC contracts and purchases.
- Increase the amount of WSJCTC business conducted with minority, women, and veteran owned businesses.

Contracting and Procurement:

- Identify contracting and procurement needs in advance to allow sufficient time to properly conduct a search for qualified vendors.
- Review OMWBE's Directory of Certified Firms and the Department of Affairs website to identify certified firms in areas of need.
- Post Requests for Proposals on the Washington Electronic Business Solution (WEBS) system.
- Submit Request for Proposals to OMWBE to post on their website in the Bids and Contracting Opportunities section.
- Encourage firms owned by minorities and women to contact OMWBE about certification if they are not already certified.