

# Supplier Diversity Inclusion Plan

---

**Agency:** Center for Childhood Deafness and Hearing Loss

<b>Contact:</b>	Thomas Galey	360-334-5780	Tom.galey@cdhl.wa.gov
	Name	Telephone	Email

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

The Center for Childhood Deafness and Hearing Loss (CDHL) strives to contract with minority and women owned businesses and service providers. Due to the primary payment methods, the agency is unable to query expense data specific to minority, women and veteran owned businesses. The 2016 fiscal year report indicates that only 1% CDHL's payables were for services or supplies provided by minority, women and veteran owned business. This is not an accurate depiction of agency diversity activities. Due to the agency's need to conduct most accounts payable transactions by way of state purchase card, a large percentage of qualifying transactions are not included in the state generated report. CDHL appreciates the State's recognition of these limitations and the efforts to resolve the reporting issue. In the meantime, our agency will incorporate different transaction processes to help our personnel collect the necessary data without increasing workloads or increasing the need for manual data collection. The first action item for this process will required restructuring agency transaction coding. The agency will use project area codes to track those payables due to minority, women and veteran owned businesses. These codes will allow the agency to sort transaction data in order to more accurately track diversity transaction information while maintaining compliance with all applicable accounting rules, laws and regulations. To support statewide diversity supplier recruitment efforts, our agency will encourage vendors to register with the Office of Minority and Women's Business Enterprises (OMWBE), the agency will generate a monthly list of contact information for vendors and subcontractor who qualify for registration. This list will be shared with OMWBE on monthly or quarterly basis, depending on need. The agency hopes to collaborate with OMWBE to help vendors better understand the benefits of registration for both the agency and for their individual businesses.