

Supplier Diversity Inclusion Plan

Agency: Department of Early Learning

Contact:	Stefanie Niemela	360.725.4402	Stefanie.niemela@del.wa.gov
	Name	Telephone	Email

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

DEL has reviewed the 2015 Washington State Business Diversity Initiative Proposed Roadmap and the Supplier Diversity Best Practices. Based on this review, DEL proposes to take the following steps over the course of the next 7 months.

1. Review DEL forms and processes involved in procurement with regards to emphasis on participation of small minority/women-owned and veteran-owned firms and make appropriate changes to forms and processes. For example:
 - What preparation happens prior to issuing a bid/contract that could increase the likelihood of participation;
 - How do we encourage participation during the bid/contract process;
 - DEL currently includes OMWBE language in our contracts, but we will explore additional steps such as program outreach and yearly reminder mailings.
 - If not already certified, how do we support contractors to become and stay certified.
 - Create a yearly mailing to all of DEL's contractors to encourage participation in MWBE and provide information for their review.
2. Map out our current process for identifying and categorizing subcontractors so as to understand where we might have missed opportunities. Develop and implement a plan to address those opportunities.
3. Review purchase card reports quarterly to determine and track minority/women-owned and veteran-owned firms.
 - Encourage travel coordinators to use travel agencies on OMWBE and DES master contract list. Adjust sub-object coding to capture travel service fees.
4. Seek out other examples of successful practices for increasing participation of small minority/women-owned and veteran-owned firms from other state agencies within and outside Washington.
5. Identify current contractors that are not certified and market certification when appropriate.
6. Collaborate with OMWBE to identify and certify pools of current and potential service providers who are not certified, but who likely meet MWBE guidelines.
7. Report quarterly to DEL Leadership team on agency efforts to increase participation and numbers of MWBEs currently contracting with DEL.