

Supplier Diversity Inclusion Plan

Agency: Recreation and Conservation Office

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

Share procurements with OMWBE; Follow up with small business types to encourage them to get certified; Use dollar amounts in all procurements; Identify subcontracting opportunities prior to advertising; Check the Directory of Certified Firms and the Dept. of Veteran Affairs' website to identify whether there are certified firms that would fit our needs.

Supplier Diversity Best Practices

1. Proactively identify your contracting and procurement needs.

This allows time to identify the availability of minority-, women- or veteran-owned firms and conduct outreach.

2. Review existing state resources to identify currently certified firms.

- Review OMWBE's [Directory of Certified Firms](#) and the Department of Veteran Affairs' [website](#) to identify certified firms in your areas of need.
- Businesses that register in the [Washington Electronic Business Solution](#) (WEBS) can identify themselves as seeking subcontracting opportunities and share their status as a small, minority-, women- and/or veteran-owned businesses.
- Contact OMWBE if you need any help cross referencing your agency's purchasing or contracting needs with certified firms.

3. Consider structural changes to procurement approach to identify small businesses.

Examples:

- Break down projects to encourage participation by small businesses. Identify subcontracting opportunities prior to advertising. This can be done by the agency and/or the prime contractor.
- Understand agencies' [direct buy purchasing authority](#).

4. Conduct outreach and targeted recruitment.

Examples:

- Advertise contracting opportunities with OMWBE or other organizations that regularly interact with small businesses owned by minorities, women and veterans.
- Host, sponsor or attend trade to inform small businesses of contracting opportunities. [OMWBE's website](#) is one source to find upcoming events.
- Contact OMWBE for assistance in helping identify small businesses that may be eligible for certification in certain markets. OMWBE currently subscribes to a specialized database that can perform these detail searches.
- Know where to refer a business that wants to be certified by OMWBE or DVA. The attached fact sheet is a good starting place.

5. Monitor

- Monitor your organization's spend with certified businesses so you know what is working and can adjust your strategies as needed.

Questions?

Please contact Lawrence Coleman, Assistant Director of Communications and External Relations, at supplierdiversity@omwbe.wa.gov or 360-664-6759