

## **Instructions for accessing Supplier Diversity Report**

Navigate to <http://rp.ofm.wa.gov> if you are within the SGN.

Non SGN users will need to use Secure Access Washington to access the reporting portal. Instructions for requesting and accessing Enterprise Reporting through SAW can be found at:

[https://ofm.wa.gov/sites/default/files/public/itsystems/er/SAW\\_Instructions/BO\\_4.0\\_SAW\\_Instructions.pdf](https://ofm.wa.gov/sites/default/files/public/itsystems/er/SAW_Instructions/BO_4.0_SAW_Instructions.pdf)

## Accessing Supplier Diversity Report:

### Step 1

The screenshot shows the Washington State Department of Enterprise Services login interface. A modal dialog titled "Logon" is displayed in the center, prompting the user to enter their credentials. The dialog includes a message about Enterprise Reporting Credentials, input fields for "User Name" and "Password", a "Change Password" link, and "Ok" and "Cancel" buttons. A blue callout box with the text "Enter User Name and Password" points to the input fields. The background shows a sidebar with a "Folders" list (My Favorites, Public Folders, Budget Reports, Daily Reports, Diversity Compliance, Financial Reports, TEMS Reports) and a search bar. The top right corner displays a welcome message for Benjamin Guyer and links for Profile and Help. The bottom right corner provides contact information for the solutions center.

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

Welcome: Benjamin Guyer | [Profile](#) [Help](#)

Page 1 of 0

No records to view

Logon

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

Enter **User Name** and **Password**

Ok Cancel

Contact us at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov) or 360-407-9100

## Step 2

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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Page 1 of 0

No records to view

Details

Search

My Favorites

Public Folders

Budget Reports

Daily Reports

Diversity Compliance

Financial Reports

TEMS Reports

Logon

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

[Forgot Password](#)

Click

Cancel

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### Step 3

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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**Folders**

- My Favorites
- Public Folders
  - Budget Reports
  - Daily Reports
  - Diversity Compliance**
  - Financial Reports
  - TE...

Click on **Diversity Compliance**

Details

Page 1 of 0

No records to view

Title	Last Run
-------	----------

Search

<https://rp.des.wa.gov/#>

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## Step 4

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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Details

Page 1 of 1 View 1 - 2 of 2

Title	Last Run
Diverse Business State Spend	Mar 01, 2019 10:22 AM
Supplier Diversity	Mar 04, 2019 2:18 PM

Right Click on  
Supplier  
Diversity

Search

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## Step 5

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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**Folders**

- My Favorites
- Public Folders
  - Budget Reports
  - Daily Reports
  - Diversity Compliance**
  - Financial Reports
  - TEMS Reports

**Details** Page 1 of 1 View 1 - 2 of 2

Title	Last Run
Diverse Business State Spend	Mar 01, 2019 10:22 AM
Supplier Diversity	Mar 04, 2019 2:18 PM

View  
**Schedule**  
History

**Select Schedule**

Search

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## Step 6

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2 of 2

Last Run

Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

Search

**Schedule: Supplier Diversity**

Parameters Destinations Recurrence

**Instance Title**  
Supplier Diversity

**Format**  
Crystal Reports (RPT)

**Personal Title**

**Biennium**  
2019 2019

**Agency**  
Click to load list... 105

**Summarize Agencies**  
Yes Yes

Reset Schedule

Agency should default to your agency code.

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## Step 7

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2

Last Run

Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

Search

### Schedule: Supplier Diversity

Parameters Destinations Recurrence

**Summarize Agencies**

Yes Yes

**Begin Fiscal Month**

Click to load list... -Current

**End Fiscal Month**

Click to load list... - Same As Beginning

**Program**

Click to load list... \*

**Program Index**

Click to load list... \*

Reset Schedule

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Use the drop down list to select the **Begin Fiscal Month**



## Step 8

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**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2

### Schedule: Supplier Diversity

Parameters Destinations Recurrence

**Summarize Agencies**

Yes Yes

**Begin Fiscal Month**

-Current -Current

-Current

-Prior

01 -Jul FY1 01 -Jul FY1

02 -Aug FY1

03 -Sep FY1

04 -Oct FY1

05 -Nov FY1

06 -Dec FY1

07 -Jan FY1

08 -Feb FY1

09 -Mar FY1

10 -Apr FY1

- Same As Beginning

Reset Schedule

Last Run
Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

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## Step 9

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2 of 2

Last Run

Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

**Schedule: Supplier Diversity**

Parameters Destinations Recurrence

**Summarize Agencies**

Yes Yes

**Begin Fiscal Month**

01-Jul FY1 01-Jul FY1

**End Fiscal Month**

Click to load list... - Same As Beginning

**Program**

Click to load list... \*

**Program Index**

Click to load list... \*

Reset Schedule

Use the drop down list to select the **End Fiscal Month**

Search

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## Step 10

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2

Folders

- My Favorites
- Public Folders
  - Budget Reports
  - Daily Reports
  - Diversity Compliance
  - Financial Reports
  - TEMS Reports

Search

### Schedule: Supplier Diversity

Parameters Destinations Recurrence

**Summarize Agencies**

Yes Yes

**Begin Fiscal Month**

01 -Jul FY1 01 -Jul FY1

**End Fiscal Month**

- Same As Beginning - Same As Beginning

- Same As Beginning

-Current \*

-Prior \*

01 -Jul FY1 -Prior

02 -Aug FY1

03 -Sep FY1

04 -Oct FY1

05 -Nov FY1

06 -Dec FY1

07 -Jan FY1

Reset Schedule

Last Run

Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

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## Step 11

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

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View 1 of 2 of 2

Search

My Favorites

Public Folders

- Budget Reports
- Daily Reports
- Diversity Compliance
- Financial Reports
- TEMS Reports

**Schedule: Supplier Diversity**

Parameters Destinations Recurrence

**Organization Index**

Click to load list...

**Project**

Click to load list...

**Include Minority/Women Owned Businesses**

Yes Y

**Include Veteran Owned Businesses**

Yes Y

**Include Small Businesses**

Yes Y

Reset Schedule


**Click Schedule**

Last Run

Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM

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## Step 12



Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

Folders

My Favorites

Public Folders

Budget Reports

Daily Reports

Diversity Compliance

Financial Reports

TEMS Reports

Search

History: Supplier Diversity

Page 1 of 1

View 1 - 1 of 1

Instance Time	Title	Status	Created By	Type	Parameters
Mar 05, 2019 8:28 AM	Supplier Diversity	Pending...	gbac105	Crystal Report	;2019;105;Yes;01-Jul FY1; -Curre

Auto Refresh

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Last Run

ar 01, 2019 10:22 AM

ar 04, 2019 2:18 PM

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## Step 13

The screenshot displays the 'History: Supplier Diversity' page in the Washington State Department of Enterprise Services reporting system. The interface includes a left sidebar with a 'Folders' section containing 'My Favorites', 'Public Folders', 'Budget Reports', 'Daily Reports', 'Diversity Compliance', 'Financial Reports', and 'TEMS Reports'. The main content area shows a table of report history with columns: Instance Time, Title, Status, Created By, Type, and Parameters. A single entry is visible with a status of 'Success'. A tooltip points to the 'Instance Time' cell, showing 'Mar 05, 2019 8:28 AM'. A blue callout box states: 'Once the status of the report changes to **Success**. You can view the report.' The top right corner shows the user 'Welcome: Benjamin Guyer' with links for 'Profile' and 'Help'. The bottom right corner features an 'Auto Refresh' button and contact information: 'Contact us at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov) or 360-407-9100'.

Washington State Department of  
**Enterprise Services**  
Enterprise Reporting Services

History: Supplier Diversity

Welcome: Benjamin Guyer | [Profile](#) [Help](#)

Page 1 of 1 View 1 - 1 of 1

Instance Time	Title	Status	Created By	Type	Parameters
Mar 05, 2019 8:28 AM	Supplier Diversity	Success	gbac105	Crystal Report	;2019;105;Yes;01 -Jul FY1; -Curre

Once the status of the report changes to **Success**. You can view the report.

Auto Refresh

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## Step 14

The screenshot displays the 'History: Supplier Diversity' report page. A right-click context menu is open over the first report instance, showing options: Details, View, and Reschedule. A blue callout box with the text 'Right click and select **View**.' points to the 'View' option. The interface includes a left sidebar with a folder tree, a top navigation bar with user information, and a main table area with a table of report instances.

Washington State Department of Enterprise Services  
Enterprise Reporting Services

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History: Supplier Diversity

Page 1 of 1 View 1 - 1 of 1

Instance Time	Title	Status	Created By	Type	Parameters	Last Run
Mar 05, 2019 10:22 AM	Supplier Diversity	Success	gbac105	Crystal Report	;2019;105;Yes;01 -Jul FY1; -Curre	Mar 01, 2019 10:22 AM
Mar 04, 2019 2:18 PM						Mar 04, 2019 2:18 PM


Auto Refresh

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## Step 15

**Group Tree** <<

- [-] Supplier Diversity
  - [-] None



Washington State Department of  
**Enterprise Services**

### Supplier Diversity

**Reporting Period - July 01, 2017 through March 31, 2019**

**Report Run Date: Mar 5, 2019 8:28AM**

RCW 39.19.030 requires the Office of Minority and Women's Business Enterprises (OMWBE) to annually report state agency and educational state institution dollars spent on public works and procurement with businesses certified by OMWBE that are minority owned, women owned or otherwise socially and economically disadvantaged. This report also lists spending with veteran owned firms that are certified by the Department of Veterans' Affairs (DVA).

**Total**

**\$25,553,523**

**Dollars spent in public works and procurement \***


**Dollars spent with minority, women, and veteran owned businesses**

Number of Businesses	Business Type	Percentage	Total
0	Combination Business Enterprise	0.00%	\$0
0	Minority Owned Business Enterprise	0.00%	\$0
2	Minority/Women Owned Business Enterprise	0.11%	\$29,280
0	Socially and Economically Disadvantaged Business Enterprise	0.00%	\$0
7	Women Owned Business Enterprise	1.56%	\$399,781
<b>Total OMWBE certified</b>		<b>1.68%</b>	<b>\$429,061</b>
1	Veteran	0.30%	\$75,945
35	Small **	21.98%	\$5,617,608



## Step 16

Group Tree
Supplier Diversity
None


Washington State Department of  
Enterprise Services

Supplier Diversity

Reporting Period - July 01, 2017 through March 31, 2019
Report Run Date: Mar 5, 2019 8:28AM

RCW 39.19.030 requires the Office of Minority and Women's Business Enterprises (OMWBE) to annually report state agency and educational state institution dollars spent on public works and procurement with businesses certified by OMWBE that are minority owned, women owned or otherwise socially and economically disadvantaged. This report also lists spending with veteran owned firms that are certified by the Department of Veterans' Affairs (DVA).

Dollars spent in public works and procurement \*
Total
\$25,553,523

Dollars spent with minority, women, and veteran owned businesses

Number of Businesses	Business Type	Percentage	Total
0	Combination Business Enterprise	0.00%	\$0
0	Minority Owned Business Enterprise	0.00%	\$0
2	Minority/Women Owned Business Enterprise	0.11%	\$29,280
0	Socially and Economically Disadvantaged	0.00%	\$0
7	Women Owned Business Enterprise	1.56%	\$399,781
Total OMWBE certified		1.68%	\$429,061
1	Veteran	0.30%	\$75,945
35	Small **	21.98%	\$5,617,608

Click on any header or amount to see additional detail.

## Step 17

Group Tree		Supplier Diversity > None > Small > Small **									
Supplier Diversity											
None											
Minority/Women											
Veteran											
Small											

Washington State Department of Enterprise Services		Supplier Diversity									
Reporting Period - July 01, 2017 through March 31, 2019								Report Run Date: Mar 5, 2019 8:28AM			
Number of Businesses		Business Type		Percentage				Total			
35		Small **		21.98%				\$5,617,608			
Agency	Vendor Name	Vendor Number	* OMWBE Cert #	OMWBE Gender	OMWBE Ethnicity	* Veteran Cert #	Process Date	SO	Agreement	Amount	
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268				7/5/2017	CA		\$4,689	
105	GORDON PRODUCTS INC	SWV0004050-02					7/11/2017	JA		\$30,379	
105	NOEL COMMUNICATIONS	SWV0026715-00					7/11/2017	EB		\$40,751	
105	STARTOUCH INC	SWV0110328-00					7/11/2017	EB		\$148,058	
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268				7/11/2017	CA		\$3,604	
105	KRAGHT SNELL PS	SWV0018493-00	W2F0013076				7/14/2017	CC		\$5,293	
105	PREFERRED COPIER SYSTEMS INC	SWV0051220-00					7/28/2017	EE		\$50	
105	STARTOUCH INC	SWV0110328-00					7/28/2017	EB		\$249,250	
105	EFELLE MEDIA INC	SWV0172515-00					8/2/2017	CD		\$9,512	
105	MACLEAN POLLY L CSC	SWV0010146-00	W2F0019163	F	W		8/2/2017	ER		\$130	
105	ROSS & ASSOCIATES ENVIRO CONSULT	SWV0079772-00					8/2/2017	CF		\$80,607	
105	AD SPECIALITIES & PROMOTIONS INC	SWV0023329-00	W2F0023389				8/4/2017	EZ		\$903	
105	KARRAS CONSULTING INC	SWV0042005-00				5003A90B	8/4/2017	CK		\$9,544	
105	NOEL COMMUNICATIONS	SWV0026715-00					8/4/2017	EB		\$39,785	
105	STARTOUCH INC	SWV0110328-00					8/4/2017	EB		\$144,063	
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268				8/8/2017	CA		\$3,785	
105	KRAGHT SNELL PS	SWV0018493-00	W2F0013076				8/10/2017	CC		\$8,991	
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268				8/10/2017	CA		\$3,178	

## Step 18

Group Tree << Supplier Diversity > None > Small > Small \*\*

Supplier Diversity

- None
- Minority/Women
- Veteran
- Small

Drill to Supplier Diversity 1, 2017 through March 31, 2019

Report Run Date: Mar 5, 2019 8:28AM

When ready to view the summary report click on **Supplier Diversity** in the bread crumbs at the top of the report.

						Percentage	Total
						21.98%	\$5,617,608
Gender	OMBWE	Ethnicity	* Veteran Cert #	Process Date	SO	Agreement	Amount
				7/5/2017	CA		\$4,689
				7/11/2017	JA		\$30,379
				7/11/2017	EB		\$40,751
				7/11/2017	EB		\$148,058
				7/11/2017	CA		\$3,604
				7/14/2017	CC		\$5,293
				7/28/2017	EE		\$50
105	PREFERRED COPIER SYSTEMS INC	SWV0051220-00		7/28/2017	EB		\$249,250
105	STARTOUCH INC	SWV0110328-00		8/2/2017	CD		\$9,512
105	EFELLE MEDIA INC	SWV0172515-00		8/2/2017	ER		\$130
105	MACLEAN POLLY L CSC	SWV0010146-00	W2F0019163	8/2/2017	CF		\$80,607
105	ROSS & ASSOCIATES ENVIRO CONSULT	SWV0079772-00		8/2/2017	CF		\$80,607
105	AD SPECIALITIES & PROMOTIONS INC	SWV0023329-00	W2F0023389	8/4/2017	EZ		\$903
105	KARRAS CONSULTING INC	SWV0042005-00		8/4/2017	CK		\$9,544
105	NOEL COMMUNICATIONS	SWV0026715-00		8/4/2017	EB		\$39,785
105	STARTOUCH INC	SWV0110328-00		8/4/2017	EB		\$144,063
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268	8/8/2017	CA		\$3,785
105	KRAGHT SNELL PS	SWV0018493-00	W2F0013076	8/10/2017	CC		\$8,991
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268	8/10/2017	CA		\$3,178
105	SHELTON CHUCK FERMAN	SWV0219433-00		8/14/2017	CD		\$4,070
105	KARRAS CONSULTING INC	SWV0042005-00		8/18/2017	CK		\$11,800
105	PREFERRED COPIER SYSTEMS INC	SWV0051220-00		8/24/2017	EE		\$40
105	STARTOUCH INC	SWV0110328-00		8/24/2017	EB		\$19,645
105	STELLAR ASSOCIATES	SWV0193652-00	W2F0024268	9/12/2017	CA		\$4,611