



DISPARITY STUDY RECOMMENDATIONS			Status	2019/2020	July	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	March	April	May	
Data	Implement Electronic Data Collection and Monitoring System for all State Agencies Develop Performance Measures	Data – Create Direct Buy tracking method			BDO – Begin Process Improvement/ Sprint planning for future implement.	On Hold					BDO – Tracking DES Spending Project- track Direct Buys-Internal-MC spending and Amazon Spending		Form DES implementation team		Train and implement DES Divisions	
		Data - Create Amazon Spend tacking method			Monitor Amazon spend re small business missed opportunities?	Monitor spend	On Hold					Analyse Amazon and spend and Create strategy to decrease				
		Data – Team to determine how to measure contract & spending trend with small/ diverse/vet businesses		Checking	Request Data Quarterly			Request Data Quarterly, review data and fine tune how to label data to tell the story								
Creating a Culture of Procurement Inclusion and Equity	Increase Access to State Contracting Information	Contracts - Conduct Pre bid conferences for all solicitations		Checking	Track number of pre bid attendees, drive SDV to attend pre bid and ask questions											
		Contracts - Publicly Post winning bids		Creating language for posting of bids	Create process for posting	Ensure bid tabs sent w/ASB draft Desk Manual guidance to post within 15 days of award	Place in Desk Manual and begin implementing		Checking							
	Lengthen Solicitation Times	Contracts – Extend time solicitations are available for businesses to bid		Checking. High risk solicitations 45 days, all others 30 days. Contracts in Gap may not be left open that long.												
		Contracts - Follow unbundling, multiple-award guidance		Drafting internal policy, first for C & P then for entire DES.										Implementing C&P policy, creating procedures, solicitation language, put into Desk Manual		Brief leadership on internal, finish procedures and implementation tools
	Review Contract Sizes and Scopes	Policy/Training – Train on new solicitation processes – timing, unbundling, inclusion plans, insurance analysis		Held supplier diversity policy workshop, began work on internal policy to use inclusion plans	Policy comment period; Drafting Internal Policy/briefed C&P		Continue work on internal policy/ procedure/ creating content for best practices								Supplier Diversity	
		Adopt "Quick Pay" Policies		Following DOH community contracts, providing tech assist to identify if this is a barrier to faster pmt. Most small, new to government, need time for on-boarding/payment					Produce 1-pg report on lessons learned from DOH pilot							
Review Insurance, Bond, Experience Requirements	Contracts - Conduct stakeholder work		Consulting with stakeholders if can require all MC users pay in 14 days? If so how?													
	Policy - Develop, implement quick pay policy with stakeholder input		C&P Legal – Training developed & provided to DES Contracts Specialists - this will be added to LMS trainings										C&P Legal – continue trainings every 4-weeks in 2021			
Building a Pipeline	Increase Outreach to W/WBES	Contracts - 100% consultation with PIE as develop solicitation & follow new process to document outreach efforts		Work with Strategy Team to include robust vendor outreach steps & include in Desk Manual and Solicitation process	Creating forecast Trello for MC. Develop suite of outreach tools	Creating Trello checklist & tracking tools	Complete Trello Assign PIE procurement	Engage in every DES and MC solicitation, documenting time, SDV interactions, pre bid participation, and develop model strategies								
		Outreach - Conduct outreach to small/diverse businesses not fully represented on state contracts		Monthly meeting with Business Diversity Advisory Group												
		Outreach – Host at least two DES networking events each year		On Hold					Conduct targeted outreach to SDV Prof Service providers			Engage with Alliance business conference				
		Outreach - Provide procurement training to small/diverse/vet businesses		Developed/delivered DES 101 to over 500 SBRR events w/Small Business Liaison Team	Expand 101 training	Continue 101 schedule/ promotion method. Develop 102 & schedule	Implement DES targeting training strategy. Engage BDAG & business organizations members to identify methods for enhancing training strategy. SBRR for Vet (2) in Spanish (2)			Develop, record and post training on DES website						
	Increase Technical Assistance	Outreach - Establish and implement a 2-year outreach calendar, with budget		Tracking, adjusted events/spending re Covid	Track; Move to virtual events	Tracking; Assess virtual efforts and revise plan through December 2020		Begin looking @ events for 2021-2022		Create an outreach calendar for 2021						
		Outreach – Ensure outreach/tech assist process for MWBE businesses re procurement opportunities		Check OMWBE list, when doing research for contracts and contact them to ensure in WEBS	Confirm tracking of M/W firms referred to register in WEBS and/or update their profile for an upcoming opportunity	Track and report number of OMWBE firms reached out to for each solicitation. Track increase in WEBS and OMWE database by quarter.										
		Outreach - Provide technical assistance (TA) to small/diverse/vet businesses who request it.		Tracking the TA done by PIE Program and referring others to PTAC	Work to provide funding to external sources to help with TA	Launching UW Education for SDV businesses		Provide funding for PTAC and refer SDV to PTAC for technical assistance								
		Develop/Pilot Small Business Target Market		DEI requirements for all professional service contracts	Identified/implemented pilots per spend analysis	Freeze on equipment; changes to MC; Confirm potential impacts/mitigation strategies			Provide funding for reliable technical assistance for							
	Outreach - Automotive		Begin research for various automotive contracts													