



## Workshop Q&A – April 13<sup>th</sup>, 2023

Where in DES' Supplier Diversity Policy does it say we need to post forecasting on our website?

The guidelines for Forecasting are in section C.1 of the DES Supplier Diversity Policy Handbook. Here is a direct link to that section: <http://bit.ly/43t9gBl>

What's the expectation for listing current contracts (current vendor name) on the report? Are we required to list all existing contracts?

This is forward looking, so you only need to list current contracts that will expire during the forecast period. You can list the vendor's name in the column headed "Current Vendor Name, if applicable." You do not need to list all existing contracts, just those that are expiring.

Why are we including expenditures of \$20,000 in the forecast?

This is based on stakeholder input, \$20,000 is the amount at which vendors indicated that they would be interested in - and therefore might bid upon - state contracts. Recall that forecasting is the chosen method that we use to inform the public of these opportunities.

How or where do I get the historical data from AFRS? And, what data do I need to get?

We recommend working with your budget office or purchasing team to obtain this information. Data analysts will need to know what fields you want to pull, such as date ranges, object/subobject codes, and spend amounts.

Have you found an easy cross-walk between commodity codes as required in the template and the object/subobjects that budgets use?

OMWBE uses a crosswalk between object/subject codes and NAICS for developing agency annual reports. We are considering ways to make it available. DES currently does not have a reference document for translating object/subobject codes to NIGP. You can find several crosswalks between NAICS and NIGP codes online.



Is the state providing staff/resources to agencies to do this work and other work for complying with the Supplier Diversity Policy and Executive Order 22-01?

DES is working on providing sample text to include in decision packages for requesting resources.

Can you recommend a general supplier diversity training program for executive management/procurements staff/project managers that is not exclusive to state or transit agencies?

The DES Supplier Diversity Policy training is a great place to start.

The Municipal Research and Services Center (MRSC) provides information and training on supplier diversity topics: <https://mrsc.org/>.

Is the Supplier Diversity Policy training available to everyone?

State agencies can access the training through The Learning Center.

We encourage others to contact Teresea Ruder, Program Specialist 3, Training & Education Program, DES Contracts & Procurement Division ([teresea.ruder@des.wa.gov](mailto:teresea.ruder@des.wa.gov)), to get access to the training.