



Supplier Diversity Inclusion Plan • 2021

Agency: Office of Financial Management/Governor's Office

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2021 Office of Financial Management/Governor's Office Supplier Diversity Inclusion Plan

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

The Washington State Office of Financial Management (OFM), Legal and Legislative Affairs Division, handles all contracts and procurements for both OFM and the Governor's Office (GOV), including other boards, commissions, and agencies attached to the Governor's office. Therefore, this Supplier Diversity Inclusion Plan covers both OFM and GOV.

OFM/GOV's plan to increase participation of small-, woman- and veteran-owned firms consists of the following activities:

1. OFM will assign a Legal & Legislative Affairs staff person to commit 15% of their time to working on supplier diversity efforts. These activities will include: serving as the Supplier Diversity "Lead"; working to ensure that diverse vendors have access to OFM/GOV contracting & purchasing; and assisting self-identified MWBE/V vendors to get OMWBE certified; and training contracts and purchasing staff on how to best diversify the spend. This position will also track OFM/GOV's progress re: the Supplier Diversity Inclusion Plan.
2. In November of 2020, OFM (Legal & Legislative Affairs and Fiscal & Operations) sent an email to all of the OFM Assistant Directors (Ads), asking the following questions:
 - a. Are there any steps you and your division could take to encourage participation by small minority-, women-, and/or veteran-owned businesses?
 - b. Are there any purchases or procurements your division is planning that could be an opportunity to diversify your spend?
 - c. Are there any procurements where there will be subcontractors used? What can we do to encourage diversity in subcontractor use in order to help diversify spend?
 - d. Are there ideas on how to advertise procurement and contracting opportunities to enable a greater participation from diverse vendors?

As part of our 2021 Supplier Diversity Inclusion Plan, OFM will follow-up with the ADs and evaluate their responses for appropriateness and paths for implementation.



3. OFM/GOV will continue to take additional steps to ensure that minority- and women-owned businesses, along with veteran-owned businesses, are notified of contract opportunities that are posted in WEBS. This will be done through a number of different avenues, including sending additional emails to businesses that are signed up in WEBS for the applicable category, contacting related businesses and other organizations that may post or pass on contracting opportunities, as appropriate, and other additional outreach as developed. In addition, OFM/GOV will continue sending contract opportunities to the Washington State Office of Minority & Women's Business Opportunities, Washington State Commission on Asian Pacific American Affairs, Washington State Commission on Hispanic Affairs, and Washington State Commission on African-American Affairs.
4. OFM/GOV will continue to include information regarding the OMWBE program in OFM/GOV procurement documents and notices.
5. OFM/GOV will continue to ask all contractors to indicate where asked to do so in the contract whether they are a Small, Mini, or Micro Business, per RCW 39.26.101, and whether they are certified (on either a state or federal level) as a small business owned and controlled by minority, women, or socially and economically disadvantaged persons.
6. If a contractor indicates that yes, they are a Small, Mini, or Micro Business per state law, OFM/GOV, in its transmission of the executed contract, will include in the cover email the following statement: "PLEASE NOTE: You indicated when signing the contract that your business is a Small, Mini, or Micro Business, per RCW 39.26.101. If you have not already been certified by the Washington State Office of Minority & Women's Business Opportunities, OFM encourages you to apply for certification. If you have any questions re: the benefits of certification, please visit www.omwbe.wa.gov." In addition, when a contractor self-identifies as Small, Mini, or Micro, OFM will send that information to OMWBE so they can conduct additional outreach to uncertified minority and women-owned firms, per Disparity Study recommendation: Increase Outreach to M/WBEs (pgs. 133-134).



7. OFM/GOV will continue to ask all contractors to indicate, where asked to do so in the contract, if their business is at least 51% owned and controlled by a Veteran of any branch of the United States armed forces. If a contractor indicates that yes, they are at least 51% owned and controlled by a Veteran of any branch of the United States armed forces, OFM/GOV, in its transmission of the executed contract, will include in the cover email the following statement: "PLEASE NOTE: You indicated when signing the contract that your business is at least 51% owned and controlled by a Veteran of any branch of the United States armed forces. If you have not already been certified by the Washington State Department of Veterans Affairs, OFM encourages you to apply for certification. If you have any questions re: the benefits of certification, please visit <https://www.dva.wa.gov/program/veteran-owned-business-certification>. In addition, when a contractor self-identifies as being 51% owned and controlled by a Veteran, OFM will send that information to the Department of Veteran's Affairs, can conduct additional outreach to uncertified minority and women-owned firms, per Disparity Study recommendation: Increase Outreach to M/WBEs (pgs. 133-134).
8. If the opportunity arises, OFM/GOV will encourage bidders to subcontract with a minority-, woman-, or veteran-owned business as part of an OFM/GOV contract. In competitive procurements and where appropriate, OFM/GOV will include language requesting bidders submit a subcontractor inclusion plan.
9. OFM/GOV will look for opportunities where a contract may be broken down into more than one contract, in order to provide an opportunity for a small-, minority-, woman-, and veteran- owned business to participate and obtain a part of the total project/contract.
10. OFM will continue to work with the Governor's policy staff and Results Washington on policy development and deployment, and other activities that promote and encourage participation in OFM contract and purchasing opportunities.
11. OFM/GOV will continue to seek opportunities to partner with or attend OMWBE or DES events related to promoting inclusion.
12. When posting procurements to WEBS and to www.ofm.wa.gov, OFM/GOV will review OMWBE's Directory of Certified Firms and the Department of Veterans Affairs' website to identify certified firms in our areas of need and will endeavor to send notices to appropriate bidders.
13. OFM/GOV will review its standard contract and procurement language for requirements that might be barriers for small businesses.



14. OFM/GOV, like all other state agencies, does not have a robust or complete reporting system for contract spend. OFM/GOV will continue to refine its processes to improve reporting and ensure the diverse spend is accurately reported.