



## Supplier Diversity Inclusion Plan Calendar Year 2021

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**Agency:** Public Disclosure Commission

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### 2021 Public Disclosure Commission Supplier Diversity Inclusion Plan

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

The Public Disclosure Commission (PDC) is a Washington State "small" agency with 31 FTE's. All staff are working remotely currently due to the Covid-19 pandemic.

The PDC contracts with the Department of Enterprise Services Small Agency Services (DES) for human resources, payroll, finance, and budget needs. PDC also utilizes DES contracting for questions and guidance on purchasing and contracts. Due to the nature of agency business a large amount of the agency contracts are Information Technology (IT) related and general office supply needs. These contracts/purchases are captured by Fiscal Year expenditures and listed in the [Master Contract Sale Data](#). When making a direct purchase all efforts are made to determine and identify any spending opportunities with diverse vendors to fulfill the needs.

At the end of each Fiscal Year as well as in preparation for a new agency budget request, the Executive team members along with the assigned DES Budget Analyst review anticipated expenditures based off the past fiscal year and anticipated future needs. Ongoing costs are identified and verified for any increase in costs or agreement changes.

It is anticipated that all staff will be working remotely into mid-2021, request for purchases such as office supplies will remain low. The agency will continue with annual contract renewals of items that are identified as master contract, any additional contract/purchase needs will be submitted and evaluated through the Executive Management team. The team will continue to use tools and resources offered to help identify potential opportunities for diverse spending.

Example of tools/resources:

- OMWBE
- DES using WEBS to find diverse businesses and owners



- Amazon Business – using tools within the application to determine if the product is offered by a diverse business.

The PDC has added to the agency purchase request and approval process the requirement to identify if the vendor is a Master Contract or a direct purchase. This will assist in providing information for the annual OMWB report.