



## Supplier Diversity Inclusion Plan • Calendar Year 2021

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**Agency:** 0870-Washington State Commission on Asian Pacific American Affairs (CAPAA)

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### 2021 WA CAPAA Supplier Diversity Inclusion Plan

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

***Best Practice 1: Proactively identify your contracting and procurement needs.***

<p>A. What are your agency’s planned procurements for FY21 and FY22?</p>	<p>CAPAA has the following planned procurements for FY21-22:</p> <ul style="list-style-type: none"> <li>• Census 2020 Needs Assessment Follow-Up (Civic Engagement &amp; Outreach)</li> <li>• Webpage maintenance &amp; training (IT &amp; professional development)</li> </ul>																		
<p>B. Identify the types of procurements your agency needs.</p>	<p>Supplies &amp; Materials          Communications/Telecommunications          Rentals &amp; Leases – Land &amp; Buildings          Printing &amp; Reproduction          Employee Professional Development &amp; Training          Rental &amp; Leases – Furniture &amp; Equipment          Subscriptions          Facilities and Services          Data Processing Services (interagency)          Attorney General Services          Personnel Services          Insurance          Other Contractual Services          Archives &amp; Records Management Services          Software Licenses and Maintenance          Other Goods &amp; Services</p>																		
<p>C. What was your total spend on master contracts?</p>	<p>\$2054 See attachments below:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5"></th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">ASIAN PA...</td> <td style="width: 10%;">6012</td> <td style="width: 15%;">NASPO M...</td> <td style="width: 15%;">AT&amp;T MO...</td> <td style="width: 10%;">2019</td> <td>\$273</td> <td>\$290</td> <td>\$385</td> <td>\$385</td> </tr> </tbody> </table>						Q1	Q2	Q3	Q4	ASIAN PA...	6012	NASPO M...	AT&T MO...	2019	\$273	\$290	\$385	\$385
					Q1	Q2	Q3	Q4											
ASIAN PA...	6012	NASPO M...	AT&T MO...	2019	\$273	\$290	\$385	\$385											

					Q1	Q2	Q3	Q4								
ASIAN PA...	6012	NASPO M...	AT&T MO...	2020	\$385	\$385	\$0	\$0								
<b>Multi Function Device Lease Long Term</b>					<b>41</b>	<b>41</b>	<b>82</b>	<b>41</b>	<b>-</b>	<b>82</b>	<b>41</b>	<b>41</b>	<b>490</b>			
SHARP ELECTRONICS CORPORATION					41	41	82	41	-	82	41	41	490			
WATERCO OF THE PACIFIC NW INC					2	2	4	2	4	2	-	2	-	2	4	24

D. What was your total spend on internal contracts?

\$37,600, which is the total of these contracts:

- \$24,600– paid to DES for rent at Capitol Court.
- \$13,000 to Kaya Strategik, a small, diverse, women-owned business.

E. What was your total spend on direct purchases?

\$12,839- See attachment below:

				Q1	Q2	Q3	Q4	
ASIAN PA...	612	Commerc...	U.S. BAN...	2019	\$2,183	\$12,717	\$4,297	\$5,695
ASIAN PA...	612	Commerc...	U.S. BAN...	2020	\$1,890	\$957	\$0	\$0

**Best Practice 2: Review your procurement practices.**

A. Does your agency unbundle contracts by dollars, scopes or locations?

CAPAA did not unbundle any contracts- CAPAA's 2 contracts, aside from those made through the master contract, was its lease with DES and through Kaya Strategik, a small, diverse women-owned business.

B. Is it likely that bidders will subcontract work?

No, that is unlikely. Any contracts CAPAA procures would directly go through small and diverse vendors that are out-of-house experts, who can complete special projects with strictly defined deliverables. If they haven't already done so, we will ask vendors to go through the process of becoming formally certified.

**Best Practice 3: Identify diverse options for each category of spend.**

A. Does your agency use the DES [search tool](#)?

Yes.

B. Does your agency use the [OMWBE's searchable directory?](#)

Yes.

**Best Practice 4: Other Market Research and Outreach**

A. How does your agency conduct outreach consistent with your submitted inclusion plans, whether it is targeted for a specific contract OR future needs?

Due to the size of the agency's budgets and contracts, **CAPAA never posts solicitations**. Rather, CAPAA engages in direct buys. Likewise, **CAPAA does not conduct pre-bid solicitation conferences**. That being said, CAPAA has partnered with other Commissions in the past, to host a business diversity opportunity fair, which brought in members of the public to learn of contract opportunities with the State of Washington.

CAPAA remains committed to helping vendors learn about state contracting opportunities by referring them to online, web-based materials, and directly referring them via e-mail to an OMWBE representative that can answer questions and offer guidance.

When contacted by a member of the public with a specific question related to contracting opportunities, we connect them with members of CAPAA's Economic Development Committee, which can provide perspective and guidance, including connections to community-based business associations, many of which are also included on CAPAA's webpage under the "APA Directory" subtab under our "Contact" tab.

Our webpage also lists information about small business support through the "Opportunities" Tab, with specific information about becoming a certified MWBE on our "Small Business Assistance" subtab.

If a member of staff receives word about contract opportunities from other state agencies, we include them under the "Opportunities" section of the CAPAA newsletter.

**Best Practice 5: Monitor**

CAPAA meets quarterly with its financial advisory team at DES. Staff produces regular financial reports to Commissioners in public forum, which are published in the Executive Director reports and subsequently uploaded online. (<https://capaa.wa.gov/about/executive-director-reports/>). CAPAA staff also engage in regular check-ins via telephone and e-mail with financial advisors at DES.

Annually – staff meets with a representative from OMWBE to review spending with MWBE. Meetings take place in-person for about an hour, and typically include suggestions on areas for improvement.