



Supplier Diversity Inclusion Plan • Calendar Year 2021

Agency: Washington State Health Care Authority

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2021 Washington State Health Care Authority Supplier Diversity Inclusion Plan

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

Policies – OMWBE is currently developing model policies regarding equity in contracting and procurement. It is anticipated that they will be available soon. In parallel, HCA is developing our own policies that will mirror OMWBE's. These policies will be provided to agency leadership for adoption. Following adoption, the agency Contracts Administrator will provide training on the policies to agency procurement staff and Contract Managers.

Contracts – HCA continues to update current contract templates and develop new templates for commonly used contract types. During the course of this process, HCA is making every effort to plain talk legalese and reduce the length and complexity of contracts to the extent practicable. In addition, the Office of Contracts and Procurement (OCP) is exploring clauses such as insurance, indemnification and limitation of liability to identify where HCA can assume some risk and lessen the burden on small businesses. Lastly, HCA is considering provisions requiring prime contractors to promptly pay their subcontractors and provisions allowing HCA to monitor and enforce inclusion plans that were submitted during the competitive process.

Competitive Solicitations - HCA's OCP has developed a Diverse Business Inclusion Plan that is included in all solicitations. As it currently stands, it only asks for diverse subcontractor participation percentages. Over the course of the next year, HCA will be expanding their Diverse Business Inclusion Plan to allow bidders to *define* their plan to increase utilization of small, diverse and veteran-owned businesses as subcontractors. This may include policies and procedures to promote small and diverse business goals and mentoring, training and capacity building programs. Additionally HCA is reviewing current solicitation templates and making every effort to reduce the number of submittals required to be found responsive.



Planning/Forecasting – HCA has developed division-specific contract portfolios to use in forecasting. This tool allows the divisions ample time view contracts that are coming up for termination and to have a conversation about re-procurement early in the process. This will enable programs to effectively collaborate with OCP, plan for procurements and to provide ample time to the vendor community to thoroughly review solicitations, ask questions and to prepare a quality bid submittal. This will also provide OCP and the programs more time to externally communicate the opportunity to small, diverse and veteran-owned businesses.

Diversity Spend Metrics – This year HCA will be launching an agency-wide metric on diversity spend. Utilizing PowerBI, HCA will be providing visual representations of where HCA is at in meeting inclusion goals. These metrics will be broken down by division providing more ownership in meeting inclusion goals.

Additionally, HCA is currently building spend reports broken down by direct buy vs. master contract vs. competition. This allow HCA to analyze where we have opportunities and where we should focus through an equity lens.

Client Services – Client Service contracts have historically been excluded from state business diversity reporting. HCA recognizes the untapped potential for promotion of diverse participation in this category and will be exploring this area further over this next year and collaborating with OMWBE to begin collecting data on client service providers and providing visual spend data.

Subcontractor Data Capture – HCA will encourage prime contractors to disclose small business subcontractor spend. Where this information has not already been disclosed, HCA will analyze current contracts to identify M/WBE and Veteran subcontractor spend, when possible.

Outreach Events – OMWBE has provided a helpful resource list for outreach events taking place in 2021. HCA will be attending these events, providing information on upcoming contracting and procurement activities.

External Spend Visibility – Over this next year, HCA will explore creating an external-facing page dedicated to visibility into historical spend data, upcoming procurements, and early bid notifications.



Partnerships – HCA will collaborate with other state agencies to share information and develop innovative methods of advertising and encouraging small businesses to bid for HCA contracts. This includes, but is not limited to, attending meetings where contracts and diversity are agenda items (i.e., Washington Association of Contracts Specialists) and continual contact with OMWBE, DES, and DVA.

Purchasing – HCA's Purchasing System is an in-house developed system to issue and track small purchases. HCA has enhanced our system to match vendors in the system with OMWBE certification numbers. This data is pulled into a PowerBI to produce visual diversity spend results to the agency. HCA will be using this data to track and monitor diversity spend within our small purchases. On a monthly basis, OMWBE produces a newly certified vendor report. HCA utilizes this report to update our Purchasing System.