



Supplier Diversity Inclusion Plan • Calendar Year 2021

Agency: Department of Revenue

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2021 DOR Supplier Diversity Inclusion Plan

The Department of Revenues' plan to increase participation of certified minority and women owned firms includes initiatives in three main areas.

- 1) Agency participation in OMWBE forums and trainings,
- 2) Contracting and procurement planned actions, and
- 3) Improved outreach and communication efforts.

To ensure success, the agency will update the procurement and contracting manager position description and performance and development plans to include responsibilities for these initiatives in the Procurement & Contracting section. This will create a centralized point of responsibility for these initiatives.

Below are more specific details of each initiative.

Agency participation in OMWBE Forums and Trainings:

- Attend events promoted by OMWBE.
- Complete diversity training.
- Attend Department of Enterprise Services IT Training, Open Houses and Regional Contracting Forums.

The information provided from these Forums and trainings will be brought back to the agency and shared with the agency's central procurement and contracting team as well as with contract managers and individuals responsible for purchasing throughout the agency.

Contracting and procurement planned actions:

- Research, identify and consider diverse vendors in procuring goods via master contract, direct buy and competitive solicitations.



- Include language in solicitation and contract templates regarding OMWBE certification and use of diverse vendors and subcontractors.
- Inform vendors that all solicitations are posted on WEBS.
- Provide a link on our external web page (www.dor.wa.gov) advising vendors to sign up for WEBS as a way to stay up to date on Department contracting opportunities.

Outreach and communication:

- We will seek out and consult with other agencies similar to ours to learn about their best practices and how they include diverse vendors in the contracting and procurement process.
- Actively reach out to individuals within the agency that are responsible for contracting and purchasing functions such as contract managers and administrative assistants to increase awareness, set expectations, and provide training and information regarding the inclusion of OMWBE certified firms.