



## Supplier Diversity Inclusion Plan - Calendar Year 2021

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**Agency:** Liquor Cannabis Board

<b>Contact:</b> Matt Hanson	(360) 480-2506	Matt.hanson@lcb.wa.gov
Name	Telephone	Email

### 2021 Liquor Cannabis Board Supplier Diversity Inclusion Plan

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

- WSLCB continues to ensure that all relevant agency staff have procurement and contracts training and are aware of agency diversity goals.
- WSLCB has set our diversity participation goals to mirror that of Results Washington. However, Results Washington looks at only at the percentage of overall spend. WSLCB looks not only at percentage of overall spend, but has also began tracking the number of competitive solicitations issued, the number business types notified for each procurement and the number of businesses who actually submitted a proposal to gain a better understanding of actual opportunities versus awards.
- Agency Diversity goals are tracked by the Contracts and Procurement team in Finance.
- Diversity participation is a key element of Contracts and Procurement's monthly Results report out to the agency.
- When making direct buy purchases, the Contracts and Procurement Unit presents small, diverse and veteran-owned businesses to the purchaser to encourage contracting opportunities with these businesses.
- When purchasing goods or services for \$40,000 or less off two-tier state master contracts, WSLCB focuses our efforts on contracting with the MWVBE firms that are on master contract if the firms can fulfill the work requirements.
- When issuing competitive solicitations, we will continue to conduct extensive outreach efforts to small minority, women, and veteran-owned businesses and encourage them to register in WEBS and submit proposals.
- We collaborate with the Tacoma PTAC branch to ensure our potential bidders have the assistance they need to understand our solicitations.
- When putting our Diversity Inclusion Plan together we met with DES and specifically Erin Lopez.
- WSLCB continues to include information regarding the OMWBE program in WSLCB procurements and notices.
- WSLCB encourages bidders to subcontract with small minority, women or veteran-owned businesses by requiring a Diversity Inclusion Plan as a submittal on all competitive procurements. This document is not scored and they may submit 0% as their plan, but it is a required submittal.
- WSLCB continues to look for opportunities to unbundle current contracts in order to provide opportunities for small, minority, women or veteran-owned businesses to participate.
- The WSLCB Contracts and Procurement Unit has formed a Diversity Outreach Program. A staff member within the unit spends time every month looking for vendor outreach events to attend. When discovered, the Contracts and Procurement Manager or a team member makes every effort to attend these functions.



- The Contracts and Procurement Unit meets with all contract managers no less than quarterly to review contracts expiring within the next 120 days and the potential use of a diverse vendor pool is discussed.
- WSLCB is currently exploring ways to ensure that language barriers do not present an obstacle during the vendor interview process.
- WSLCB is currently exploring ways to educate licensees on doing business with the state and have assisted with getting many of our public documents translated into Spanish, Korean and Russian.
- WSLCB has met with Fernando Martinez, the President and CEO of the Northwest Mountain Minority Supplier Development Council, to find ways in which the WSLCB can increase our agency spend with businesses in our communities. The WSLCB will work to see if any of our future procurements, could possibly work with some of the diverse businesses within this council.
- WSLCB has reached out to the City of Seattle for a chance to partner with them on some diversity opportunities. Liz Alzer the Purchasing Director, will be reaching out to coordinate these opportunities with us in 2021.