



Supplier Diversity Inclusion Plan • Calendar Year 2021

Agency: Washington State Patrol

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2021 Washington State Patrol Supplier Diversity Inclusion Plan

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

For state CY 2021, the WSP will take the following actions to increase spend with certified veteran, minority, and women owned businesses:

Proactively Identify Contracting/Procurement Needs:

1. Progress toward meeting OMWBE goals will be included in staff meeting discussion topics in agency sections that conduct procurements (Supply Section and Contracting Section).
2. Meetings will be held with agency program/business managers on a regular basis to identify our agency's schedule for planned procurements for the year or biennium.
3. Historical data will be reviewed in agency's contracts and/or purchasing databases (e.g., ECMS and Webworks) to identify general categories of goods and services our agency regularly purchases to inform diversity outreach efforts.

Assess Procurement Approach to Identify Certified OMWBE or Veteran-owned Businesses:

1. Actively seek and solicit OMWBE and veteran-certified businesses when conducting procurements and provide a copy of the procurement document to OMWBE outreach manager. Provide copies of solicitation documents to vendors on subscription lists such as Tabor 100.
2. Partner with DES and OMWBE representatives in selected procurements to enhance or increase opportunities for certified or diverse firms to participate in the procurement.
3. Encourage direct buys to certified OMWBE or veteran-owned businesses for purchases up to \$40,000 (DES Direct Buy limit) by all WSP purchasing activities.
4. Encourage vendors who qualify as small, veteran, minority, or women owned businesses to register or become certified by OMWBE or encourage them to self-certify, if the business meets the Small Business requirements.
5. Encourage prime vendors to subcontract with certified OMWBE or veteran-owned businesses, when applicable or appropriate.



Conduct Outreach and Targeted Recruitment:

1. Supply and Contracting Section staffs will attend DES-sponsored training conferences and trade shows as offered.
2. Supply and Contracting Sections will send representatives to attend OMWBE-sponsored local events.
3. WSP Contract and procurement staff have contacted and invited OMWBE staff to provide presentations on the certification process and outreach initiatives. We have also sought OMWBE assistance and training to use the OMWBE search tool more effectively.

Monitor and Assess OMWBE Business Participation:

1. Reporting and training on OMWBE goals and progress toward meeting them will be given at agency mid-level manager training and at agency's Strategic Advancement Forum (SAF).
2. Emphasis on OMWBE goals will be included in PDP Expectations and Evaluations for professional staff involved in purchasing and contracting.
3. Continue to require all agency personnel involved in purchasing to complete applicable DES procurement and contract training. Monitor through audits and verifications.
4. Continue to encourage and support agency personnel involved in purchasing to attend OMWBE training sessions and vendor or trade shows.