



## Supplier Diversity Inclusion Plan • Calendar Year 2021

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**Agency:** Department of Corrections

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### 2021 Department of Corrections Supplier Diversity Inclusion Plan

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

The Department of Corrections (DOC) is committed to providing opportunities for minority, women, veteran and small business to do business with the Department supporting equity and inclusive prosperity in a state in which all people share equal rights and opportunities to prosper. DOC is uniquely positioned to work with small business in the communities where we have a Justice Presence.

DOC's Executive Strategy Team (EST) is committed to Equity, Diversity, Inclusion, and Respect (EDIR) for employees, incarcerated individuals and our supplier community. We recognize the value of a program that encourages the procurement of goods and services from a cross-section of different groups of people, including minorities, women, veterans and small businesses. Diversity and Inclusion enriches the relationships with agency staff, the diversity of the products they provide and the business solutions offered. This past year, EST continues to be engaged in efforts to change the culture of the agency to embrace an EDIR mindset and model behavior. In late 2019, new agency values were developed and form the cornerstone of our EDIR Roadmap. Supplier Diversity is a component of our roadmap that includes a commitment to providing opportunities for dialog and sharing of information. Our commitment extends to raising an awareness of implicit bias and will focus this year on existing supplier bias through training, communications and discussions.

DOC staff participate on the Governor's Subcabinet for Business Diversity in an effort to develop strategies to help achieve the Governor's Results Washington performance goals. In 2020 DOC began incorporating the model policy content into our policies and procedures.

In the year of the COVID-19 global pandemic, DOC had success in fiscal year 2020 in increasing annual spend over the previous year. The size of emergency purchases had an adverse impact to business conducted with diverse vendors because smaller firms are less equipped to handle large purchases. The need to rent hospital tents and associated items during an outbreak at a DOC facility is one example of this. Percentage of Small Business and Veteran spend increased significantly, while OMWBE decreased slightly by 0.03%.



Between the three categories, the agency increased diverse spending by 2.17 percent:

Diverse Business Type	FY 19 <sup>1</sup>	FY 20 <sup>1</sup>	Increase
Small Business	\$12,002,942	\$15,106,311	\$ 3,103,369
OMWBE	\$ 5,258,490	\$ 5,703,817	\$ 445,327
Veteran	\$ 3,211,773	\$ 4,778,043	\$ 1,566,270

The following strategies have been identified using the best practices developed by the Community of Practice Action Team:

**Proactively identify your contracting and procurement needs:**

1. In 2019, a cross-divisional team (Supplier Diversity Improvement Team) was established to develop a comprehensive plan to implement Community of Practice Action team's best practices. While the COVID-19 pandemic greatly impacted the ability for formal meetings, this team has been engaged in analyzing our purchasing data in order to develop forecasting methods and identifying goods and services that can be targeted for further work in establishing DES state contracts or sending to OMWBE for sourcing diverse vendors. This work will continue in 2021. The Department of Corrections Budget Office included inclusion and diversity information in each decision package for the 21-23 Biennium. This work supported DOC's budget requests and assisted with the prioritization for the Governor's budget.

**Review current procurement practices:**

1. DOC's procurement activities are split between purchasing and warehouse functions and the Contracts and Legal Affairs Office. There are 24 decentralized purchasing staff and 12 Warehouse Supervisors purchasing goods and services and prison consumable inventory supplies. Use of the DES Master Contract is embedded into our normal purchasing processes. Spending that does not fall under a DES Master Contract will again be a focus, including contracting activities accomplished in our Contracts and Legal Affairs Office, which are normally accomplished through a competitive process.
2. Unbundling will be considered in all contracting opportunities to determine if it provides value to the organization while also recognizing that increasing the number of vendors impacts the back office functions of contracting, purchasing and accounts payable.
3. Supplier diversity processes in capital construction projects managed by DES are not well understood by our Business Diversity Improvement Team and will be a focus in early 2021. In partnership with DES, DOC will review the established processes and



- look for improvement opportunities. The DOC-assigned capital construction DES representative will retire in February of 2021, and meetings will be scheduled to address this issue prior to his departure.
4. DOC is seeking new ways for diverse suppliers to start a dialog with our purchasing professionals and is considering enhancements to our public facing website to make it easier for the vendor community to contact DOC. There is a “Doing Business” section on the public website that provides potential vendors with information and contacts to inquire about potential business opportunities with the agency. The goal is to provide a pathway for a vendor to introduce the products and services they sell in order to provide equitable access to opportunities and information.
  5. DOC will incorporate the strategies outlined in the model policies and procedures into our policies and procedures.

**Identify WEBS registered and OMWBE certified diverse firms for each category of spend:**

1. DOC will continue to use the tools provided by OMWBE and DES to search for master contracts with diverse vendors and registered WEBS vendors certified by OMWBE. In 2019, DOC created a position with the intent of having this position conduct targeted outreach to OWMBE vendors and other minority owned businesses in an effort to increase opportunities for these businesses to do business with DOC. The purpose of this position is also to conduct outreach to non-certified minority vendors, who may have an interest in becoming certified and increasing their business opportunities with the State of Washington. However, in early 2020, the employee in this position was deployed to the DOC COVID-19 Emergency Operations Center and remains there today. When this employee returns to his original position, he will be able to focus more time and attention on recruitment of diverse vendors. In the meantime, Business Services will request that at least a portion of his time be allocated to working on business diversity.

**Other Market Research and Outreach:**

1. DOC has developed an agency outreach plan. This plan is posted on the agency external website and is in the process of being updated.
2. Using the information gathered in analyzing our annual spend, DOC will partner with OMWBE where an available vendor cannot be identified to search for a minority owned business, who may be interested in becoming certified and doing business with the State of Washington.
3. DOC will contact OMWBE and the Department of Veteran’s Affairs (DVA) to identify other options for utilization of small businesses that are not certified.
4. Correctional Industries remains committed to increasing utilization of diverse suppliers for raw materials; however, the pandemic significantly affected sourcing practices in 2020. COVID-19 emergency response hindered routine manufacturing in many industries as well as required new product lines and raw materials to sustain essential services for the incarcerated population. As DOC is able to restore normal operations, Correctional Industries will continue its focus on growing a robust base of diverse suppliers.



5. DOC will continue to participate in the annual Business Partnership Forum, hosted by DES, and partner with larger state agencies such as Labor & Industries (LNI) and Department of Transportation (DOT) to participate in any outreach efforts that they may conduct. DOC will follow the OMWBE calendar of events and participate. While in-person events are not available, we will attend virtually.
6. DOC will refer successful bidders that self-identify themselves in their bid response as minority, women or veterans to OMWBE or the DVA, as appropriate, for certification.
7. In the past, DOC employees have actively attended Minority business enterprises job fairs in Seattle, Tacoma and Olympia. Employees distributed pamphlets and discussed procurement needs to OWMBE vendors. Once restrictions on gatherings are relaxed, we will seek out in-person events.

**Monitor:**

1. In 2020, Business Services monitored agency diverse spend monthly to track progress and identify areas for improvement. These efforts will continue in 2021.
2. Monitor competitive solicitation requests for opportunities to increase business with diverse vendors.
3. Monitor state master contracts to identify diverse vendors.
4. Monitor OMWBE website to check for new certified firms.
5. Monitor the voluntary DOC Business Diversity Agency Roadmap that was submitted in December of 2020.