



## Supplier Diversity Inclusion Plan • Calendar Year 2021

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**Agency:** Office of Superintendent of Public Instruction (OSPI)

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### 2021 OSPI Supplier Diversity Inclusion Plan

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

The Office of Superintendent of Public Instruction's (OSPI's) plan to increase participation of certified minority-, women-, and veteran-owned firms include the following best practices:

#### 1. Proactively identify OSPI's contracting and procurement needs.

OSPI is responsible for contracting and procurement activities, including direct buys and competitive solicitations. Our plan to increase participation of minority-, women-, and veteran-owned businesses is an ongoing effort. OSPI is committed to encouraging procurement opportunities with certified minority-, women-, and veteran-owned businesses. OSPI will continue to review historical data to identify general categories of goods and services regularly purchased for the inclusion of Office of Minority & Women Business Enterprise- (OMWBE-) certified firms. Early planning is a key element to increasing supplier diversity, so we encourage our project managers to initiate the procurement and contracting process early so as to include as many small and diverse businesses as possible.

#### 2. Review procurement practices.

- Review how purchases are bundled and whether unbundling these contracts will create more inclusion opportunities. OSPI's Procurement Office works closely with our programs to ensure purchases are for a cohesive body of work, but also looks for opportunities where a purchase may be broken down into more than one contract/purchase order to provide an opportunity for a minority-, woman-, or veteran-owned business to participate and obtain a contract for part of the total project. However, OSPI discourages unbundling in order to circumvent the sole source filing or RFP processes.
- Ensure staff understand the direct buy purchasing authority and use this purchasing authority when appropriate to do business with certified firms.



- Write solicitations in plain talk, which assists all bidders, but especially those that do not have large procurement teams dedicated to reading and responding to large, complex procurements.
- Review standard procurement and contract language and reevaluate any requirements that may be barriers for small and/or diverse firms.

### **3. Identify diverse options for each category of spend.**

- Use the search tool on DES' website to identify master contracts with small and diverse vendors.
- Use WEBS to identify all firms registered with DES, including OMWBE, Small Business, and Veteran-Owned businesses.
- Search OMWBE's directory of certified minority- and woman-owned firms.
- To capture a large audience, use broad commodity codes when issuing procurements in WEBS.

### **4. Conduct outreach.**

- Advertise contracting opportunities with OMWBE or other organizations that regularly interact with small businesses owned by minorities, women, and veterans. OSPI posts procurement opportunities (excluding those that are pre-vetted DES 2nd Tier Solicitations) on OMWBE's website whenever possible.
- Continue to include language in our procurement templates that encourages participation with firms certified by OMWBE and the Department of Veterans Administration (DVA).
- Know where to refer a business that wants to be certified by OMWBE or DVA. Our procurement templates include instructions about certification for OMWBE and DVA.
- In 2019, we included information about OMWBE or DVA certification on OSPI's external-facing contracting/procurement website. We will continue to keep this information up to date.
- In 2020, we updated OSPI's internal-facing contracting and purchasing sites to include information about where our staff can direct vendors who are interested in obtaining OMWBE or DVA certification. We will continue to keep this information up to date.



- Rely on notice and advice from DES and OMWBE regarding Trade Shows and other outreach opportunities that would allow OSPI to meet vendors.

**5. Monitor.**

- Document contractors who self-certify during the pre-contract/planning phase using the Contractor Intake Form and OMWBE/Small Business Self-Certification Form. Encourage contractors who have self-certified, to formally certify with the appropriate organization.

**6. Training.**

- Ensure all purchases include tax identification numbers, especially certified OWMBE businesses.
- Make efforts, when practicable, to break down purchases to maximize OMWBE businesses participation.
- Ensure project managers are able to recognize and account for subcontractors that are OMWBE certified.