



Supplier Diversity Inclusion Plan • Calendar Year 2021

Agency: Recreation and Conservation Office

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(not in use due remote working)

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2021 Recreation and Conservation Office's Supplier Diversity Inclusion Plan

RCO's plan to increase participation of certified small minority, women, and veteran owned firms involves the following actions.

- RCO will examine its master contract purchases in categories that have the diverse spending options that we are not currently utilizing.
- The contract specialist will engage with the five Ethnic Commissions and the LGBTQ Commission and share solicitations and contracting opportunities with their communities
- Currently, RCO does not identify diverse contractors within our database. Incorporating this data would aid tracking diverse contractors and spending trends. RCO might not be counting all diverse contractors in professional services; noting certified or diverse contractors in our database would help identify them in future reports.
- RCO will review diverse spending on the following schedule:
 - The contract specialist and supervisor will review diverse spending quarterly to share with the deputy director.
 - The contract specialist and supervisor will provide an annual report to the deputy director to share with the director.
- The contract specialist will continue to work with the RCO Justice, Equity, Diversity and Inclusion workgroup to keep them informed of the DEI Study and how the agency can influence positive change by where funds are spent.
- For complex contracts where subcontracting will likely be required, RCO will strongly encourage primary contractors to submit an inclusion plan to the agency, if available.
- The contract specialist will share Veteran-owned business certification information to applicable uncertified firms who contact RCO.
- The solicitation coordinator will share RCO's inclusion plan with bid evaluation committees prior to scoring proposals.