



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Office of Financial Management/Governor's Office

Contact: Natalie Eckart	(360) 790-4823	Natalie.eckart@ofm.wa.gov
Name	Telephone	Email

Agency Supplier Diversity Inclusion Plan

Summary Statement:

OFM has hired a Supplier Diversity Program Lead, who supports both OFM and GOV contracting activities. OFM/GOV plans to implement OMWBE's Tools for Equity in Spending (Planning & Forecasting, Master Contracts, Internal Processes, Outreach, and Inclusion Plans). In addition to implementing these tools OFM/GOV has plans to create an internal and external webpage so that staff and businesses have the resources they need regarding diverse spend and opportunities to contract with OFM/GOV.

OFM/GOV will track diverse spend to ensure we are on track with the goals that will be set by OMWBE. OFM/GOV will also track engagement with small and diverse businesses in order to look for gaps in outreach and contracting. Finally, OFM/GOV will track P-card spend and subcontractors spend to look for gaps in our reporting.

Authorizing Individual: Roselyn Marcus

Specific measures the agency will take to increase participation of certified businesses:

Forecasting:

In 2021 OFM hired a Sr. Contracts Specialist to be a part of the Legal & Legislative Affairs team. This person commits 15% of their time as OFM's Supplier Diversity Program Lead (hereinafter "the Lead"). In July of 2021, the Lead met with OFM Division heads, Office of the Corrections Ombuds, Office of Education Ombuds, Equity Office, Women's Commission, DCYF Oversight Board, and their designated staff to discuss planned purchases for the upcoming year and how these can be used to increase participation of small and diverse businesses. The Lead will continue to meet with agency staff 1-2 times per year.

Use of Master Contracts:

The Lead and other contracts staff will educate and encourage agency staff to utilize small and diverse businesses that are listed on Master contracts if those firms meet their business needs.



Outreach:

Contracts staff will conduct outreach to small and diverse businesses on all contract opportunities that are posted in WEBS. They will do this by sending contract opportunities to Washington State Commission on Asian Pacific American Affairs, Washington State Commission on Hispanic Affairs, and Washington State Commission on African-American Affairs; posting on the Washington State Office of Minority & Women's Business Opportunities Bids and Contracting site.

OFM has for years included a questionnaire with its contracts, asking Contractors to indicate if they are a small and/or diverse businesses. In 2021, the Contracts staff revised the questionnaire so that firms can indicate if they are certified and/or registered as a diverse business versus self-identified. The Lead will take the information collected and will reach out to those firms that are self-identified by sending one of the following emails:

"PLEASE NOTE: You indicated when signing the contract that your business is a small and/or diverse business. If you have not already been certified by the Washington State Office of Minority & Women's Business Opportunities, OFM encourages you to apply for certification. If you have any questions re: the benefits of certification, please visit www.omwbe.wa.gov."

"PLEASE NOTE: You indicated when signing the contract that your business is at least 51% owned and controlled by a Veteran of any branch of the United States armed forces. If you have not already been certified by the Washington State Department of Veterans Affairs, OFM encourages you to apply for certification. If you have any questions re: the benefits of certification, please visit <https://www.dva.wa.gov/program/veteran-owned-business-certification>. In addition, when a contractor self-identifies as being 51% owned and controlled by a Veteran, OFM will send that information to the Department of Veteran's Affairs so they can conduct additional outreach to uncertified minority and women-owned firms, per Disparity Study recommendation: Increase Outreach to M/WBEs (pgs. 133-134).

In addition, when a contractor self-identifies as small and/or diverse, OFM will send the contractor's information to OMWBE so they can conduct additional outreach to uncertified minority and women-owned firms, per Disparity Study recommendation: Increase Outreach to M/WBEs (pgs. 133-134).

Internal Processes:

1. Whenever appropriate, OFM/GOV will do the following:
 - a. Encourage bidders to subcontract with small and diverse businesses as part of an OFM/GOV contract.
 - b. In competitive procurements, where appropriate, OFM/GOV will include language requesting bidders submit a Subcontractor Inclusion Plan.
 - c. Unbundle: OFM/GOV will look for opportunities where a contract may be broken down into more than one contract in order to provide an opportunity for small and diverse businesses to participate and to obtain a part of the total project/contract.
2. OFM will work with the Governor's policy staff on policy development and deployment, and other activities that promote and encourage participation in OFM/GOV contract and purchasing opportunities.
3. OFM/GOV will continue to include in OFM/GOV procurement documents and notices information regarding the OMWBE program.
4. In 2022, the Lead will review OFM's contract and solicitation language to remove any barriers to small and diverse firms.
5. When posting procurements to WEBS and to www.ofm.wa.gov, OFM/GOV will review OMWBE's Directory of Certified Firms and the Department of Veterans Affairs' website to identify certified firms in our areas of need and will endeavor to send notices to appropriate bidders.
6. The Lead will conduct research for Contract Managers when needed on WEBS to search for small and diverse businesses.

Communication and Training Plan:

The Lead will send the final copy of this inclusion plan to all OFM procurement professionals. Additionally, implementation of this plan will be on the agendas, as needed, of OFM procurement professionals' meetings.

OFM will be developing a Supplier Diversity page on its internal site. The internal page will be used to communicate to contract managers information and guidance surrounding the content of this Inclusion Plan, how to implement it, and also general information about supplier diversity.



Agency contract goal tracking:

OFM's CFO currently generates, and will continue to do so, monthly supplier diversity spend reports from Enterprise Reporting. These reports are sent to the Contracts Administrator and the Lead. The Lead will use this report to ensure that OFM/GOV stays on track with the agency's aspirational goals once those are received from OMWBE.

Contractor monitoring:

OFM will monitor contracts that include subcontracting goals and/or subcontract inclusion plans. The Lead will also use OFM's Diversity Questionnaire to keep track of self-identified firms that are candidates for outreach and possible certification.