



Agency Supplier Diversity Inclusion Plan Calendar Year 2022

Agency: Washington State Public Disclosure Commission (082)

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

The Washington State Public Disclosure Commission (PDC), a small agency of 32 FTE (all staff are currently working remotely due to the Covid-19 pandemic), will continue to seek purchasing opportunities from certified small minority, women, and veteran owned firms, by utilizing the tools and resources set in place by the Department of Enterprise Services (DES) and the Office of Minority and Women's Business Enterprises (OMWBE).

Highlight from 2021: In 2021, the PDC contracted with PMT Solutions, a Disadvantaged Business Enterprise (DBE), and Minority/Women Business Enterprise (MWBE) certified firm, for its collections service needs.

The PDC contracts with DES for human resources, payroll, finance, and budget needs. PDC also utilizes DES contracting for questions and guidance on purchasing and contracts. Due to the nature of agency business, the majority of contracts and purchases continue to be related to Technology (IT) and general office supply needs. These contracts/purchases are captured by Fiscal Year expenditures and listed in the [Master Contract Sale Data](#).

When making a direct purchase, all efforts are made to determine and identify any spending opportunities with diverse vendors to fulfill the needs.

PDC presently anticipates returning to in-office work March 2022. The PDC is preparing with purchases regarding and needed to meet requirements noted in the [Healthy Washington Roadmap to Recovery](#). General request for office supplies continue to remain low and is anticipated will increase once staff returns to in-office work.

Authorizing Individuals:

Peter Frey Lavalley, Executive Director
Kim Bradford, Deputy Director
Jana Greer, Administrative Officer

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

PDC will continue with annual review of existing contracts, and any request for renewal or new contract/purchase needs will be submitted and evaluated through the Executive Management team. The team will utilize tools and resources offered to help identify potential opportunities for diverse spending.

Tools/resources:

- OMWBE
- DES using WEBS to find and utilize DME and MWBE contracts and businesses.
- Amazon Business – using tools within the application to determine if the product is offered by a diverse business.

The updated PDC purchase request/approval process implemented last year has proven to be a useful tool and has assisted in the tracking and information used in the annual OMWBE annual diversity report.

Forecasting:

Each Fiscal Year, as well as in preparation for a new agency budget request, the Executive team along with the assigned DES Budget Analyst review and assess the future anticipated expenditures based off the past fiscal year and anticipated future needs. Ongoing costs/contracts are identified and verified for any increase in costs or agreement changes.

Use of Master Contracts:

PDC utilizes DES contracting for questions and guidance on purchasing and contracts. These contracts/purchases are captured by Fiscal Year expenditures and listed in the [Master Contract Sale Data](#).

Outreach:

PDC's Administrative Officer (AO) utilizes the services and information offered by DES and OMWBE. The AO will continue to attend seminars and training opportunities offered as well as access resources and information that other small agencies have utilized.



Internal Processes:

Last year's addition to the agency purchase request and approval process added information to assist with identifying master contracts, DE, and WMBE vendors continues to be a positive addition.

The AO reviews the purchasing process annually adding new components to a process or information as needed to assist with tracking.

Communication and Training Plan:

When information is provided from DES or OMWBE the AO ensures that the information/requirement is shared with staff that are authorized to make purchases.

These topics/issues are discussed in the Executive Management weekly team meeting which all Managers attend.

Agency contract goal tracking:

The AO will continue to utilize the resources offered by OMWBE and DES contracting. With each purchasing decision the resources will be utilized to ensure all options of vendors are considered.

Contractor monitoring:

The AO will continue to utilize the resources offered by OMWBE and DES contracting. With each purchasing decision the resources will be utilized to ensure all options of vendors are considered.