



**Agency Supplier Diversity Inclusion Plan □ Calendar Year 2022**

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**Agency:** Commission on Asian Pacific American Affairs (CAPAA)

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**Agency Supplier Diversity Inclusion Plan**

**Summary Statement:** CAPAA's plan to increase participation of certified small minority, women, and veteran owned firms:

**To improve participation of minority, women & veteran-owned small and micro-businesses, CAPAA is committed to the following actions:**

- 1) Support OMWBE and other agencies in developing strategies to increase opportunities and awareness of opportunities for minority and women businesses, through formal, regular participation with the Governor's Subcabinet on Business Diversity, the Small Business Leadership Team, and the Department of Commerce's newest iteration of the Business Diversity Roundtable.
- 2) Support in educational opportunities for stakeholders to learn of contract and leasing opportunities at the State of Washington.
- 3) Meet with OMWBE representatives on a biannual basis to discuss OMWBE developments and review CAPAA's past FY contracting and procurement actions. Conduct annual assessments of the CAPAA's spending to identify patterns in contracting and procurement, as well as areas for improvement.
- 4) Ongoing familiarization with OMWBE's website, registry, and certification process, to be a knowledgeable source of information for CAPAA and the public, and provide feedback to OMWBE when appropriate.
- 5) Support members of the public interested in becoming certified MWBE's by actively connecting them with the appropriate point of contact to initiate the certification process, answer questions they may have, make inquiries on their behalf, and otherwise serve as a resource to them.
- 6) Collaborate with OMWBE by informing them of business diversity events in community, assisting with turnout for OMWBE events, and informing them of relevant CAPAA-led events with stakeholders OMWBE.

**Authorizing Individual:** Toshiko Hasegawa

**Specific measures the agency or educational institution will take to increase participation of certified businesses:**



- 1) Utilizing OMBWE toolkit and their “Bids and Contracting Opportunities” page for master contracts as backup to CAPAA’s network of small businesses, when needed.
- 2) Continuing to post/forward bids and contracting opportunities to our networks via our social media page and newsletter.
- 3) Working through our Economic Development Committee to help connect and familiarize small businesses to contracting opportunities and the processes involved.

**Forecasting** – CAPAA conducts annual reviews of agency spending history in conjunction with representatives of OMWBE and identifies areas of current diverse spending that can be replicated as well as opportunities for diversification. Additionally, CAPAA takes time each year to identify its planned procurements for the upcoming fiscal year (or biennium) and report them to OMWBE.

**Use of Master Contracts** – CAPAA staff are able to access master contracts through WEBS and bid opportunities through the Small Agency Bulletin page under “Services” (<https://des.wa.gov/services>).

**Outreach** – One of CAPAA’s recurring opportunity for diverse spending is through its annual allocation from the state legislature to conduct a needs assessment of the ANHPI communities. We have routinely contracted with certified WMBE firms to assist in our special projects and formally published final products publicly, citing our sources. As satisfied customers, we CAPAA staff helped facilitate introductions between our contractor and other state agencies, and have kept the contractor in the loop of other opportunities at larger agencies, including the Department of Commerce (an RFP they subsequently submitted but did not win). We take very opportunity to show case the good work of our contractors, including in public forums presenting our final product before the full cabinet, agency deputy directors, and to members of the public. Additionally, CAPAA has appeared alongside its contractor to present their work to the state legislature in a joint session of the House and Senate State Government Committee in the 2022 legislative session, effectively show casing their work and increasing their visibility at the State.

CAPAA has gathered information of known Asian, Native Hawaiian, and Pacific Islander-owned businesses in Thurston, Clark and Whitman counties, which could be a call list for members of OMWBE to proactively reach out to and guide them towards the certification process. The majority of ANHPI-owned businesses are in retail or restaurant, and getting them certified opens them up to catering opportunities at the state. A list of the final reports with contact information for known ANHPI businesses can be found on the CAPAA website at the following links:

- Whitman County (pg. 19-20): <https://capaa.wa.gov/wp-content/uploads/2019/11/CAPAA-Report-Whitman-County.pdf>
- Thurston County (pg. 17-19): <https://capaa.wa.gov/wp-content/uploads/2019/11/CAPAA-Report-Thurston-County.pdf>
- Clark County (pg. 16): <https://capaa.wa.gov/wp-content/uploads/2019/11/CAPAA-Report-Clark-County.pdf>



**Internal Processes** – Internal processes the agency can develop in the next year include monitoring the implementation of this agency inclusion plan, communicating to contract managers when to contact OMWBE for guidance on how to access MWBE's, and requiring each vendor to make contact with MWBE if it is not already a certified minority or women-owned business; or to make an inclusion plan if it is a white-owned business.

**Communication and Training Plan** – All CAPAA staff will receive information about the content of this inclusion plan and how to implement it.

**Agency contract goal tracking** – CAPAA will monitor the use of MWBE to track spending in relation to its stated FY22 goals by comparing actual figures to this document.

**Contractor monitoring** – It would be helpful if we built and submitted inclusion plans in the previous fiscal year, so that we could proactively compare goals and progress.