



## Agency Supplier Diversity Inclusion Plan · Calendar Year 2022

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**Agency:** Office of the Washington State Auditor

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### Agency Supplier Diversity Inclusion Plan

#### Summary Statement:

When a procurement is identified, the SAO will review WEBS for diverse options and will also review OMWBE's Directory of Certified Firms and the Department of Veteran Affairs' website to identify certified firms in the area of need.

The SAO will continue to post Requests for Proposals (RFPs) on the Washington Electronic Business Solution (WEBS) system.

The SAO will submit RFPs to OMWBE to post on their website in the Bids and Contracting Opportunities section when it is appropriate to do so.

The SAO will encourage firms to register with OMWBE if they are not already certified.

#### Authorizing Individual:

Janel Roper, Director of Administrative Services

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

**Forecasting** - During our budget planning process we will continue to reach out to our agency leaders to discuss and plan upcoming contracting and procurement possibilities. Each biennium our spending needs are reviewed and forecasted for the biennium. The review process includes planning for any uncommon spending needs.

**Use of Master Contracts** - Continue to use master contracts for procurements and contracting opportunities.

**Outreach** - In addition to posting on WEBS, we will continue to advertise our contracting opportunities on OMWBE's Bid and Contracting site. We will contact vendors that are registered under the purpose of the contract to notify them that an opportunity has been posted. We will continue to post contracting opportunities to our public facing website as well.

SAO will encourage our non certified vendors to become certified if they are eligible. In addition we will work with our communications team to update our website to include information about OMWBE.



Internal Processes – SAO will continue to review our inclusion plan and spending reports on a bi-annual bases to monitor for any opportunities to increase our OMWBE spend.

**Communication and Training Plan:**

During our biannual review of the inclusion plan and enterprise spend reports, we review the OMWBE website for new resources and training. Other ways our procurement and contracting professionals receive information is through the OMWBE newsletter and training when available. When new information and opportunities to increase spend via the purchase card are available, that information will be shared with agency staff.

**Agency contract goal tracking:**

Our contracting goals are reviewed during our biannual review of diverse spend and compared to our actual spend. In addition we will improve our tracking of diverse subcontractor spend when applicable.

**Contractor monitoring:**

SAO will encourage contractors to certify if they are eligible. During the solicitation process we require the proposer to indicate if they are using sub-contractors and to include if the sub-contractor is certified. If the contractor will be using a subcontractor we will add that information to our contracting spend worksheet for monitoring purposes. At this time we do not require our contractors to have an inclusion plan as our contractors do not use sub-contractors.