



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Attorney General's Office

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

The AGO is committed to taking actions to enhance business opportunities with certified small minority, women, and veteran owned businesses. This commitment includes removing barriers that may afford contracting opportunities to small and diverse businesses, reviewing the AGO's internal practices, and researching other ways internally and externally to increase diverse spend options. The AGO is fully committed to doing more work with and providing meaningful opportunities to diverse-owned suppliers which helps strengthen our communities and improve the quality of life for all citizens in Washington.

Authorizing Individual:

Marci Phillips, Contracts Administrator.

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

1. The AGO will educate staff on identifying diverse spending options, such as using master contracts with OMWBE certified firms or if no small or diverse option is available on a master contract, looking to identify a small or diverse business that meets the needs of the AGO.
2. The AGO will encourage new and current vendors utilized by AGO to become certified with OMWBE and explore options to include more vendor opportunities on its website, providing notices to groups of businesses, or other methods to reach small and diverse vendors.
3. The AGO will evaluate external opportunities to determine if there are ways to increase diverse spend and develop and strengthen partnerships with diverse suppliers.
4. The AGO will review its current contract terms and conditions to determine if barriers exist that may prevent small or diverse firms from contracting with the AGO and explore all options to eliminate and/or reduce any such barriers.



5. The AGO will form an AGO Supplier Diversity Inclusion Team to ensure the AGO is implementing measures for equity in public spending consistent with Executive Order 22-01 and to ensure the AGO Inclusion Plan goals are met.

Forecasting:

The AGO Supplier Diversity Inclusion Team will at its quarterly meetings (1) review its historic spend to determine where spend is occurring; and (2) discuss upcoming projects, decision packets, or procurements and explore any diverse opportunities.

Use of Master Contracts:

The AGO will continue to use Master Contracts for purchases of goods and services with an emphasis on selecting small, veteran owned and diverse vendors.

Outreach:

The AGO utilizes a lot of specialized services, such as expert witnesses and outside counsel. The AGO will explore opportunities to enhance awareness and interaction through meaningful outreach related to these services, such as utilizing list serves, posting opportunities on its external web pages, or partnering with other organizations. The AGO will continue to advertise bidding opportunities on OMWBE's website to help ensure minority and women businesses and veteran owned firms are notified.

Internal Processes:

The AGO will encourage staff to participate in events sponsored by OMWBE or other groups that promote equity and increased participation in contracting with diverse vendors. The AGO will review regularly the OMWBE web site for new resources, training, and outreach opportunities and distribute those accordingly. The AGO will update its inclusion plan progress at quarterly AGO Supplier Diversity Inclusion Team meetings.

Communication and Training Plan:

The AGO is forming an AGO Supplier Diversity Inclusion Team which will include at a minimum members from the AGO contracting and purchasing units, the information services department, the AGO budget unit, the AGO accounting team, and the newly formed racial equity unit. This team will be committed to implementing not only the AGO's Inclusion Plan and Executive Order 22-01, but also utilizing OMWBE's tools to eliminate discrimination and help all sectors of the state economy thrive. The AGO Inclusion Plan will be reviewed and discussed quarterly. In addition, the contracting and purchasing units receive the monthly OMWBE supplier diversity newsletters and attend trainings sponsored by OMWBE, DES, or others.



Agency contract goal tracking:

The AGO identified the need to create an AGO Supplier Diversity Inclusion Team. This team will meet quarterly to review the AGO's progress in meeting its goals and monitor diverse spend through monthly enterprise reports.

Contractor monitoring:

The AGO holds all vendors accountable for contract compliance and adequate progress toward goals and ensures vendors comply with laws, regulations and policies. Contracts are written clearly and statements of work set out expected deliverables. The AGO communicates regularly with a large percentage of its vendors. Each contract has a contract manager that oversees the vendor's work and progress. The type of contract determines the frequency of communication or monitoring done by the AGO.