



Agency Supplier Diversity Inclusion Plan | Calendar Year 2022

Agency: Department of Commerce

Contact:	Kendrick Stewart	360-789-1275	Kendrick.stewart@commerce.wa.gov
	Name	Telephone	Email

Agency Supplier Diversity Inclusion Plan

Strategic Planning and Leveraging Opportunities

The department is currently undergoing a significant update to its strategic plan. The update will likely be fully ratified by June 2022. The plan is anchored with two goals:

1. Equity in community development; and an
2. Equitable economic recovery

The department also has specific funding in the 21-23 biennium to provide capital planning grants for projects that would directly benefit populations and communities that have been historically underserved. Further grant funding will also be provided to community organizations that serve historically disadvantaged populations to conduct outreach and assist communities in applying for state and federal resources.

This will build upon recently established partnerships, like the Small Business Resiliency Network—a network of business organizations led by black, indigenous, persons of color (BIPOC) for BIPOC communities. The department is working to expand community engagement to help influence funding and better support communities. The department can leverage these efforts to maximize opportunities for certified businesses to provide goods and services for the agency.

Diversifying our procurements is a top agency priority. The department intends to build out its strategic plan with an equity focus, and within that will be an expansion of monitoring, analytics, communication, training, policies and procedures to increase results and outcomes for procuring more certified firms.

Objectives and Measures

Forecasting: During CY22 and for the 21-23 biennium, the department will incorporate its monitoring of diverse spend within normal budget operations. This consists of developing a standalone budget and contract status report where projections and forecasts are conducted. These data will be evaluated to determine future needs for various services.



During the 21-23 biennium, we plan to continue procurements of goods/services/equipment to accommodate the transition to a hybrid work environment (i.e. telework, with scheduled office attendance), the expansion community office “hubs” and footprint reductions in other areas.

Use of Master Contracts: The department will continue to evaluate its master contracts spend data and crosswalk needs with diverse options. Periodic assessments will ensure diverse options are considered and opportunities to justify going off contract to meet diverse spend goals. Our contract staff routinely advise teams to use the search tool on the DES website to identify master contracts with diverse vendors.

Outreach: The agency will continue to post opportunities on WEBS, OMWBE’s Bid & Contracting site, and our agency’s public site. The department’s growing community engagement and outreach with historically disadvantaged organizations, and small business groups will also provide key information about procurement opportunities with the agency.

Internal Processes: Equity in contracting is an ongoing strategy for the department and specifically, the Agency Contracting Operation Workgroup (ACOW) will examine specific implementations and best practices. The Central Budget Office, Central Contract Office, the Equity and Belonging Director, Chief Financial Officer and the Deputy Director among others will serve as principle staff.

Communication and Training: Our Central Contracts Office will continue to provide guidance on identifying and contracting with certified firms. A training module already exists with our Master Contracts Training and is provided regularly. The ACOW will assist in the communications effort, weighing in on guidance and best practices. Daily Digest and other intranet related communications will be include in information planning.

Tracking Goals and Monitoring Contracts: After a pause from focusing on the pandemic emergency response, the department will resume its performance management system (Results Commerce). This restart in performance and goal tracking will have an equity focus. As such, the tracking of supplier diversity goals and results thereof will resume.

Each contract we do requires inclusion plans and will be monitored under normal contract management and evaluations of performance. Our goals at continue to be the following:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business
- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses