



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Office of Administrative Hearings (OAH)

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Summary Statement:

The Office of Administrative Hearings (OAH) is a small agency and has limited opportunity for contract purchasing. However, we are committed to providing opportunities to small, minority, women and veteran owned firms.

For any planned procurement, we will advertise opportunities through the WEBS system as well as increase awareness through our agency website.

We will also participate in any outreach events sponsored by OMWBE and are willing to participate in outreach events conducted by other agencies. We will keep our agency updated with OMWBE rules and processes.

Authorizing Individual: Deborah Feinstein, Finance & Facilities Manager

Specific measures the agency will take to increase participation of certified businesses: While our agency has limited contract opportunities, we will regularly review the listing of newly certified OMWBE firms. We will also participate in the Toolkit support series and create outreach opportunities.

Forecasting: We regularly review our spending and as we plan for future procurements, we ensure that we are using vendors with OMWBE certifications as often as possible.

Use of Master Contracts: We regularly use vendors from the DES master contract list. We use the search tools on the website to find vendors – and ensure that we are using those with OMWBE certifications as often as possible.



Outreach: While our agency has limited contract opportunities, we will provide more outreach to our current vendors. We will also provide additional updates to our public website to highlight OMWBE. This will be a critical activity as our agency develops its Diversity, Equity and Inclusion (DEI) plan.

Internal Processes: While our agency has limited contract opportunities, our agency can be more proactive in reviewing our inclusion plan throughout the year to ensure we are meeting our plan goals.

Communication and Training Plan: While our agency has limited contract opportunities, any time that we have an opportunity, we will have procurement and contract managers review the plan and use it as a guide for developing contracts. This will be a critical activity as our agency develops its DEI plan.

Agency contract goal tracking: While our agency has limited contract opportunities, we do review our financial data on a regular basis. Part of that process would involve spend on contract data. We are also coding out spend by contract number so that we can easily export and analyze contract spend.

Contractor monitoring: While our agency has limited contract opportunities, we will work closely with contractors and vendors to ensure compliance with contract goals. We will do this through regularly scheduled progress update meetings.