



## Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

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**Agency:** Washington's Lottery (Lottery)

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### AGENCY SUPPLIER DIVERSITY INCLUSION PLAN

#### **Summary Statement:**

Washington's Lottery (Lottery) is committed to providing equitable opportunities for Washington's diverse vendor community. Lottery's goal is to increase appropriated, OMWBE certified spend to 15% compared to last year where we accomplished 12.9%. Additionally, Lottery's goal is to increase participation in the bidding process by 25%; this goal includes small and veteran owned businesses as well as OMWBE certified.

#### **Authorizing Individual:**

Jenna Johnson, Procurement Manager

#### **Specific Measures:**

Measures the agency will take to increase participation of certified businesses:

##### **Forecasting:**

Lottery will review historical spend, in detail, and determine areas where certified firms can be used; specifically, Amazon purchases, office supplies and janitorial supplies. Procurement staff will share information with internal customers and encourage the use of available certified vendors.

##### **Use of Master Contracts:**

Lottery will continue to search for master contracts when a need arises and reach out to vendors listed as minority owned, women owned, small, and veteran owned businesses.

##### **Outreach:**

Lottery actions to contract MWBs will include searching on the OMWBE directory for vendors and emailing them directly with information regarding bids posted to WEBS that they may have an interest in. Lottery will also continue to email diversity commissions and OMWBE regarding posted solicitations.



Additional outreach will include notification through LinkedIn and posting on [walottery.com](http://walottery.com).

**Internal Processes:**

Lottery procurement staff will monitor this plan and provide updates at the all-employee monthly meeting when appropriate. Contract Managers will also receive updates and access information in the weekly Procurement Update.

This year Lottery will be sending information regarding supplier diversity to current contractors and will be requesting information regarding their inclusion plans, if they have them, and what their diverse and small business goals are. Lottery will also be sharing supplier inclusion goals with contractors and invite them to provide support. Lottery's focus will be the larger contractors who utilize subcontractors. Sharing Lottery's goal with the larger contractors and working with them directly will help increase usage of diverse and small businesses.

Lottery plans on requesting from future contractors (during the bidding process) for their inclusion plans.

**Communication and Training Plan:**

Lottery procurement staff will provide information regarding the agency's inclusion plan and goals at the monthly all employee meeting. Updates at each meeting and through email will be provided to the agency to keep them informed of progress and how to access diverse vendors.

Lottery procurement staff will also work one-on-one with frequent customers on utilizing and researching diverse vendors.

**Agency contract goal tracking:**

Lottery procurement staff will review the OMWBE Supplier Diversity Participation Report via the Enterprise Reporting Portal. The goal will be to review this quarterly to ensure adjustments can be made to accomplish the goal.

**Contractor monitoring:**

Once contracts are in place that require inclusion plans, an annual request for information will be sent out to the contractor. This information will be evaluated against the contractor's original plan.