



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Please refer to the [Governor's Supplier Diversity Subcabinet approved best practices](#) to assist you with your agency inclusion plan. You can find more information about tools for equity in public spending on [OMWBE's Supplier Diversity page](#).

Agency:

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Agency Supplier Diversity Inclusion Plan

Summary Statement: CAAA supports OWMBE's plan to increase participation of certified small minority, women, and veteran owned firms.

CAAA is a micro-agency of three employees. We utilize the state Master Contract for sizeable purchases but continues to patronize small minority-owned, women-owned or veteran-owned businesses as our first option when the need arises.

Authorizing Individual: Edward Prince, CAAA Executive Director

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

<Identify at least three specific measures the agency will take in the next year, such as: Using the OMWBE toolkit (including forecasting, master contracts, outreach, and internal processes), posting opportunities on WEBS and the OMWBE "Bids and Contracting Opportunities" page, etc.>

Forecasting: *CAAA generally does not have bid opportunities*

Outreach: CAAA continually:

- 1. Shares contract information via our electronic communications (website, social media and e-newsletter)*
- 2. Refers certification inquires to OMWBE for program specific information*
- 3. Encourages participation in the OMWBE Certification Program*
- 4. Partners with OWMBE to conduct information sessions*



Internal Processes: *CAAA continues to utilize Master Contracts. This is our preferred choice to best manage public funds and attempts to patronize the services of minority-owned, women-owned and veteran-owned businesses as a first option.*

Communication and Training Plan: *Describe how procurement professionals and contract managers will receive information and guidance about the content of this inclusion plan and how to implement it*

Please see above.

Agency contract goal tracking: *Describe how the agency will monitor the use of MWB to track spending in relation to 2022 goals (note: OMWBE will follow up with each agency's aspirational goals in the next year)*

While CAAA does not generally offer bid opportunities, the support of minority/women/veteran-owned businesses is in alignment with our agency's mission and purpose.

Contractor monitoring: *Describe how the agency will monitor contractors and vendors to ensure compliance with and progress towards the contract goals*

As CAAA does not have any active bid opportunities this metric is not applicable.

Supplier Diversity Inclusion Plan Supplemental Questions

Please refer to the [Governor's Business Diversity Subcabinet approved best practices](#) attached and outlined in the above link to assist you in completion of your agency inclusion plan.

Best Practice 1: Proactively identify your contracting and procurement needs.

<p>A. Are there any planned procurements for the current FY22 and FY23? If so, what areas of spend are they in? (i.e. IT, professional consulting)</p>	<ul style="list-style-type: none"> • CAAA Commission Retreat and Strategic Planning – Professional Consulting • Gov Delivery Subscription - Communications
<p>B. Identify the general categories of goods and services that your agency regularly purchases (i.e. IT, consulting, Office Supplies). How much was spent in these areas in FY21?</p>	<p>Supplies & Materials Communications/Telecommunications Printing & Reproduction Employee Professional Development & Training Facilities and Services Data Processing Services (interagency) Attorney General Services (interagency) Personnel Services (interagency) Insurance Other Contractual Services (interagency) Software Licenses and Maintenance</p>
<p>C. What was your total spend on Master Contracts in FY21? How much was diverse spend? Please review Master Contract data.</p>	<p>20,500.00 total Master Contract spend 17,200 diverse spend:</p> <ul style="list-style-type: none"> • 9500 – Imago (minority woman-owned) • 1071 - L-Soft (woman-owned) • 6700 – Capital Business Machines (veteran-owned)
<p>D. What was your total spend on Direct Buy Purchases in FY21? How much was diverse spend with certified minorities, women and veterans?</p>	<p>Tiloben Publishing (Minority-owned) L-Soft (Woman-owned) Imago (Minority Woman-owned) Tacoma Trophy (Veteran-owned)</p> <p>15,259 total diverse direct spend</p>

E. What was your total spend in Public Works? How much was diverse spend with certified minorities, women, and veterans?

Not applicable.

Best Practice 2: Review your procurement practices.

A. Does your agency unbundle contracts by dollars, scopes or locations?

Not applicable

B. Does your agency use an inclusion plan to require a contractor or vendor to set goals or follow a specific process for using small and diverse vendors?

CAAA currently utilizes Master Contracts only

C. Has your agency changed what it includes/excludes in solicitations? If yes, what changes have been implemented?

Not applicable

D. On average, how long does your agency post solicitations? Does your agency conduct pre-bid solicitation conferences?

CAAA does not have contract solicitations available.

<p>E. Has your agency adopted new contracting policies as it relates to quick pay, insurance, bonding or experience requirements?</p>	<p>Not applicable</p>
<p>F. Aside from WEBS, describe how your agency provides access to contract information to the public. This can include how to do business with your agency, informational workshops and post-bid details.</p>	<p>CAAA shares the contract notifications of other agencies with the public via social media, the CAAA webpage and weekly e-newsletter.</p>
<p>G. How does your agency communicate with a small business that asks about contracting opportunities? Is there contact information available on your website? How does your agency follow up?</p>	<p>We refer small businesses to the WEBS portal, DES, Department of Commerce, the agency of origin or OMWBE for detailed information about contract opportunities.</p>

Best Practice 3: Identify diverse options for each category of spend.

<p>A. Would your agency be interested in partnering with OMWBE to conduct a workshop on how to identify and work with minority and women</p>	<p>Yes; CAAA has partnered with OMWBE in the past and certification information was presented during one of CAAA's public meetings.</p>
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owned firms? Has OMWBE presented to your agency on certification in the past?

A. Does your agency use the [search tool](#) on the DES website to identify master contracts with diverse vendors?

Yes

B. When and how does your agency currently use the [OMWBE's searchable directory](#) of certified minority and woman owned firms?

Directory is accessed as need arises

Best Practice 4: Conduct outreach.

Does your agency offer OMWBE certification information on any external marketing materials (i.e. website, brochures, social media, etc.)?

Yes, via our website, e-newsletter and social media

Best Practice 5: Monitor.

How often do you review the diverse spend for your agency? Who reviews this for your organization? How is this review conducted?

CAAA meets quarterly with its financial advisory team at DES. Annually, the Executive Director meets with OMWBE leadership to discuss goals.