



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Department of Retirement Systems

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Summary Statement:

The Department of Retirement Systems reaffirms its commitment to fairness and equity in the selection of vendors for purchases and contracting decisions. To increase opportunities for diverse businesses to provide goods and services to the department, DRS will:

- Continue to foster the agency's culture of diversity and inclusion with the recent appointment of an internal Diversity, Equity, and Inclusion Manager.
- Use RFP and Sample Contract language that encourages participation from small, diverse, and/or veteran-owned businesses and reduces barriers to participation.
- Promote the use of diverse subcontractors' participation in large, complex DRS procurements, when possible.

Authorizing Individual:

Amy McMahan, DRS Project Management Office Director

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

Forecasting:

DRS will continue to review the list of newly certified MWBE enterprises to identify businesses that provide services typically required.

Use of Master Contracts:

When using a Master Contract for the non-competitive procurement of goods or services, DRS will continue to review the list of available contractors and utilize diverse suppliers when appropriate.

Outreach:

DRS will advertise all procurement opportunities through WEBS.

DRS will continue to review OMWBE's list of registered vendors when making non-competitive purchases.



DRS will continue to use language in RFPs to encourage participation from small, diverse, and/or veteran-owned businesses.

DRS will consult with OMBWE to identify additional avenues for outreach for procurements where appropriate.

Internal Processes:

When contemplating or initiating procurements, internal purchasers and project managers will be reminded to be alert for opportunities to utilize MWB enterprises.

DRS will incorporate an internal stakeholder review process for a large competitive procurement that is planned for late 2022. The review will include the agency's Legal Services Director, Contract Manager, Procurement Manager, and Diversity, Equity, and Inclusion Consultant. The team will review the RFP and Sample Contract to "right size" and identify where existing language is unnecessary or restrictive.

DRS is committed to paying invoices in a timely manner to support small businesses for competitive procurements planned in 2022.

Communication and Training Plan:

DRS' size and organizational structure has relatively few individuals involved in the selection of vendors for competitive procurements and non-competitive purchases. The team members with those responsibilities are in regular and frequent communication with executive leaders who will monitor progress throughout the year. These team members will also consult with the DRS DEI Manager when appropriate.

Agency contract goal tracking:

DRS uses monthly and quarterly measures to track performance to goals. Those measurements are reviewed regularly by agency leadership and are reported out to the agency biennially.

Contractor monitoring:

When a contract includes provisions for diverse subcontractor participation, DRS' Contracts Manager will include that element as a component of the overall contract performance tracking.