



## Agency Supplier Diversity Inclusion Plan · Calendar Year 2022

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**Agency:** Department of Revenue

<b>Contact:</b>	Lori A. Gartland	(360)704-5765	LoriG@dor.wa.gov
	Jason D. LeMoine	(360)704-5788	JasonL@dor.wa.gov
	Name	Telephone	Email

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### Agency Supplier Diversity Inclusion Plan

#### Summary Statement:

The Department of Revenue (DOR) is committed to inclusion of Minority and Women Owned Business (MWB) in our contracting and procurement activities. We have developed our agency supplier diversity inclusion plan based upon knowledge gained from attending the OMWBE Supplier Diversity workshops and tool kit session. Our plan incorporates the [Governor's Business Diversity Subcabinet approved best practices](#).

Our contract goals includes a 2% increase of MWB spend from FY2021 to FY2022. Highlighted in our plan below are opportunities we believe will help DOR reach this goal. These include:

- \*Reviewing our current and future state contracting and procurement processes to identify opportunities to increase MWB spend.
- \*Creating a centralized point of responsibility for our MWB initiative.
- \* Conduct agency wide trainings for all contract managers to ensure knowledge of the OMWBE initiatives throughout the agency.
- \*Improved outreach and communication efforts.
- \*Review of prior contract activity to help inform future opportunities for participation of MWB vendors.

**Authorizing Individual (s):** Lori A. Gartland, Procurement & Contracts Manager.

The Department of Revenues' plan to increase participation of certified minority and women owned firms includes initiatives in three main areas:

- 1) Agency participation in OMWBE forums and trainings.



Members from the DOR contracts and procurement team will attend OMWBE forums and trainings as they are scheduled and engage with OMWBE on supplier diversity best practices and how to implement them. This knowledge will be shared with the agency's central procurement and contracting team as well as with contract managers and individuals responsible for purchasing throughout the agency.

## 2) Contracting and procurement planned actions.

DOR will update the procurement and contracting manager position description and performance and development plans to include responsibilities for OMWBE initiatives. This will create a centralized point of responsibility for these initiatives. As a part of these responsibilities, the procurement and contracting manager will conduct annual agency wide trainings for all contract managers to ensure knowledge of the OMWBE initiatives are made a contracting priority throughout the agency.

## 3) Improved outreach and communication efforts.

In alignment with current procurement law, DOR will seek out and utilize contact information for MWBs as a part of its RFP and RFQQ process to ensure MWBs have an awareness of potential opportunities to bid work.

DOR will also consult with contracting and procurement subject matter experts in other state agencies in an effort to build a community of practice specific to MWB contracting efforts. We will seek to learn of the successes in other agencies and find ways to replicate them at DOR.

In addition to the above three initiatives, DOR will utilize the OMWBE toolkit to include the following:

### **Forecasting:**

DOR will look at its historical contracting trends to identify where the utilization of MWB vendors can be increased. This will involve looking at the type of work most commonly contracted, if an MWB contractor was available, and using both WEBS and the OMWBE "Bids and Contracting Opportunities" page to increase outreach.

### **Master Contracts:**

DOR will continue to utilize Master Contracts to assist with meeting contracting and procurement needs. We will look for opportunities with MWBs as we utilize Master Contracts.



**Internal Processes:**

As stated above, DOR plans to develop internal contract and procurement training that will be required for all DOR contract managers. The training will include knowledge of the agency's OMWBE plan, how to use OMWBE tools, and an emphasis on, where appropriate, contract managers should seek out MWB businesses.

**Agency contract goal tracking:**

DOR has reviewed its actual MWB spend against total spend and is committed to working towards increasing its MWB spend by 2% in the next year. DOR will monitor the use of OMWBE Certified spend by utilizing internal reviews of actual spend reports.

DOR has planned a contracting and procurement Lean Event in early 2022. To support meeting this goal, we will include identifying opportunities to increase MWB spend while mapping current and future processes.

As a part of developing this inclusion plan, we have reviewed our current website and believe there is an opportunity to improve the MWB information on our website.

**Contractor monitoring:**

DOR will use our deliverable based statements of work to monitor contractors and vendors to ensure compliance with and progress towards our contract goals. All of our contracts require vendors to have an inclusion plan for the use of small and diverse vendors.