



## Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

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**Agency:** Office of Minority & Women's Business Enterprises

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### Agency Supplier Diversity Inclusion Plan

**Summary Statement:** The agency's plan to increase participation of certified small minority, women, and veteran owned firms.

The Office of Minority & Women's Business Enterprises is committed to promoting, increasing, and improving the overall participation and utilization of small minority, women, and veteran-owned businesses. We will continue to lead the effort in recognizing the importance of supplier diversity as well as make every endeavor to ensure we provide equal access to contracting opportunities for all suppliers through process improvements, outreach, and partnership.

It is important to OMWBE that we continue to work with state agencies and higher education to avoid "checking the box" for supplier diversity. This approach allows for an intentional strategic requirement that provides access to innovation, new ideas, increases the pool of qualified businesses and the utilization of minority and women owned businesses that are wanting for an opportunity to compete and procure contracts fairly.

**Authorizing Individual:** Sarah Erdmann, Deputy Director

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

We implemented the following strategies for increasing participation and utilization of small minority, women, and veteran-owned businesses:

1. Established a proactive process for identifying contract/procurement needs and link those needs to opportunities for minority, women, and veteran-owned businesses.  
We do this by:
  - a. Forecasting and planning through review of historical data to identify general categories of spend and types of procurement.
  - b. Identifying current certified businesses that provide services/products in our



categories of spend by utilizing the OMWBE directory, DES search tool and WEBS to conduct broad searches.

- c. Identifying and considering certified businesses when using a Master Contract through DES and before any purchase.
  - d. Advertising competitive solicitations with certified businesses using the Access Equity Outreach Module and other organizations that interact with small businesses, invite businesses to attend pre-bid conferences, set project goals permitted by the state law and follow up with certified firms to identify any barriers.
2. We encourage certification by:
    - a. Listening to the needs of our customers and the communities we serve and practicing continuous improvement in the certification process.
    - b. Conducting targeted outreach to businesses that currently have contracts with the state and have self-identified as small and diverse.
    - c. Identifying and performing targeted outreach to businesses that may be eligible for certification.
    - d. Assisting businesses post certification with tools and resources to be successful in navigating government contracts through our Support Services program.
  3. We continue to build and strengthen partnerships with diverse communities, businesses, and civic/community organizations by:
    - a. Changing the way we recruit and hiring an exceptional pool of employees who participate in equity trainings and events.
    - b. Creating a new position dedicated to creating and implementing a statewide outreach plan for managing external relationships and creating new opportunities for outreach.
    - c. Allocating appropriate resources to accommodate communications and engagement.
    - d. Attending events and meetings that include certified businesses and potentially eligible businesses.
    - e. Implementing a language access program to increase access.
  4. We support state agencies and higher education institutions by:
    - a. Conducting support sessions and consultation for operationalization of the Tools for Equity in Public Spending.
    - b. Implementing Access Equity for more transparency, accuracy, and visibility in public spending.
    - a. Setting agency and higher education aspirational goals and performance metrics for success.



- b. Posting bids and opportunities on OMWBE's website to assist with access to information.
- c. Reviewing Supplier Diversity Reports and agency inclusion plans more frequently to assist meeting diverse spend goals.
- d. Having a dedicated Supplier Diversity Program Specialist to assist agencies and educational institutions with methodologies in increasing diverse spend.
- e. Sending a monthly Business Diversity newsletter to procurement professionals with timely and valuable information to improve their efforts.
- f. Providing business diversity consultation services.
- g. Improving access to diverse suppliers (i.e. new website, directory, search tools, accessibility).
- h. Leading the Governor's Subcabinet on Business Diversity to drive culture change and sustainable results by coordinating implementation of Disparity Study recommendations and creating supplier diversity strategies for the enterprise.
- i. Executing new authority for contract compliance and providing detailed action plans to correct performance.

### **Forecasting**

OMWBE uses past spend data in areas such as office supplies, travel, and training to forecast future expenditures. These expenditures are typically under the direct buy threshold, so OMWBE is able to utilize the authority to spend with certified minority and women-owned businesses. We also plan for spending with program managers as we prepare for legislative session and in developing our biannual budget. We utilize this information to identify any potential gaps in the OMWBE directory and conduct outreach to potential businesses that may be eligible for certification, and to plan our procurements early so that we can post opportunities for extended periods of time, therefore allowing plenty of time for vendors to respond.

### **Use of Master Contracts Utilization**

OMWBE utilizes master contracts when our business needs can be met. If there are not diverse businesses on the master contracts, OMWBE utilizes its directory as well as WEBS to locate small and diverse vendors.

### **Outreach**

OMWBE utilizes Access Equity to send notifications to certified businesses that may be able to respond to our opportunities, in addition to posting on WEBS. For all competitive solicitations, OMWBE hosts pre-bid conferences. OMWBE manages the Bid &



Contracting site on its website to share opportunities for agencies, institutions of higher education, prime contractors, and political subdivisions.

**Internal Processes**

OMWBE regularly reviews its standard contract language for unintended barriers and staff are trained on how to utilize the OMWBE directory. OMWBE does not anticipate any contracts or procurements with subcontracting opportunities; however, if we do, we will require an inclusion plan and monitor compliance of the inclusion plans.

**Communication and Training Plan:**

OMWBE recently created a position for Risk Management, Contracts and Procurement, and Internal Policy. This position reports directly to the person responsible for the implementation of this plan. The plan is regularly communicated with appropriate staff and reinforced in performance expectations.

**Agency contract goal tracking:**

OMWBE reviews spend quarterly and discusses with leadership.

**Contractor monitoring:**

OMWBE currently does not have contracts with subcontracting opportunities; however, should we in the future, discussion around prompt payment and inclusion goals would be a regular topic for check-ins with contractors.