

Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Liquor and Cannabis Board

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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 is detailed below. WSLCB has set our diversity participation goals to mirror that of Results Washington.

However, we do differ in that Results Washington looks at only at the percentage of overall spend. WSLCB looks not only at percentage of overall spend, but has also began tracking the number of competitive solicitations issued, the number business types notified for each procurement and the number of businesses who actually submitted a proposal to gain a better understanding of actual opportunities versus awards.

We feel our plan goes beyond what most public agencies are doing to increase diversity inclusion within our vendor communities. As more contracts result from our new solicitation template and related processes, we have confidence that our percentage of spend with diverse vendors will increase.

Authorizing Individual: Toni Hood, Deputy Director

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

1. *Using the OMWBE Tools for Equity*
2. *Posting opportunities on LCB, WEBS, OMWBE and PTAC bid boards*
3. *Monthly outreach activities (2) by Contract Specialists*
4. *Updating all bid document language by “plain talking”. This is done with the help of the Tacoma PTAC, DES and the AGO*

Forecasting:

The agency typically increases diverse spend when agency projects (in IT field) are underway. Those purchases are typically done using DES master contracts with a second tier process. Overall, the agency formally solicits less than 6% of its purchases. The bulk of contracts are done through DES master contracts and Interlocal Agreements.

Use of Master Contracts:

35% of agency spend is on DES Master Contracts. The agency utilizes the DES master contract search tool to identify vendors currently on contract. In addition, the agency is also participating in State Efficiency and Environmental Performance (SEEP) workgroups, which include equity and inclusion as part of the criteria to effectively “green” the states master contracts.

Outreach:

The contracting staff have requirements in their Performance Development Expectations to complete outreach activities each month. The agency target is 24 outreach activities by the end of 2022. As part of our mandatory bid process we require pre-bid meetings as well as require bid posting on the following sites; WEBS, Agency Website, PTAC and OWMBE.

Internal Processes:

The Contracts Team meets quarterly with contract managers to discuss upcoming procurements, diversity policy updates, and other metrics. Contract Managers are not allowed to manage contracts until they have completed core procurement training and their division director has authorized delegated authority to be a contract manager with LCB Delegated Authorization Form LIQ1424. The Contracts Team also has a New Procurement Checklist that is used on all procurements to ensure continuity with policy requirements. The agency has implemented filtering on the Amazon account to show diverse vendors first in search results. The agency has created a preferred enterprise shopping list in Office Depot that looks for diverse vendors and sustainable products that is updated quarterly.

Communication and Training Plan:

We have provided consultation to internal customers that contains information on the OMWBE tool kit. Recently we began working with staff in our licensing division to make them aware of the kit and its uses. This will be a critical tool for licensing staff as they work to remove barriers to potential licensee as well as to identify potential vendors to support the needs of the licensing division. The Operational Support Team is continually

creating educational opportunities related to Purchasing, Risk, Diversity, and Sustainability and offers these trainings to staff via MS Teams.

Agency contract goal tracking:

The agency pulls AFRS spend reports monthly. The data is then put into results tracking document to report out at division results sessions. The team uses the monthly data to see if actions completed in education and outreach are increasing spend results. In addition, the agency tracks number of vendors notified of opportunity.

Contractor monitoring:

The agency currently has a solicitation template that requires bidders to complete a diversity plan. This is also covered in all solicitation pre-proposal conferences. The contract manager will ensure compliance by meeting with the vendor at time of award to establish reporting requirements and follow up no less than annually to review that contract requirements are being met.