



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Utilities and Transportation Commission [UTC]

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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.

"This plan is a key component of the commission's commitment to equity, diversity, and inclusion. We are reviewing and revising internal contracting policies to achieve positive outcomes for OMBWE-certified businesses, generating economic opportunity for historically disadvantaged communities.

As we work to transform our organizational culture, where we spend our contracting dollars matters. We must commit to meeting small minority, women, and veteran owned firms where they are – lowering barriers to participation and opening doors to state agency contracting dollars. Our goal is to create an accessible and inclusive contracting process with contract managers who feel empowered to take bold action for equitable outcomes."

– Amanda Maxwell, Executive Director and Secretary

Authorizing Individual: Amy Andrews, Deputy Director/CFO

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

The UTC commits, as an executive agency and required by Executive Order Nos. 22-01 and 22-02, to incorporate and implement, to the fullest extent possible, the Washington State Tools for Equity in Public Spending. For calendar year 2022, this includes a full review of our internal purchasing and contracting procedures to identify opportunities for more diverse spending. The UTC has traditionally not experienced significant volumes of purchasing or contracted services. However, the UTC is committed to moving away from the business-as-usual mentality and commit the time and resources for training staff and proactively seeking alternative vendors to



meet our aspirational goals for diverse spending. The UTC will also ensure adequate data and tracking mechanisms are in place to capture agency spending to promote better reporting for subsets of diverse business spending (both prime vendors and subcontractors) as well as strengthened forecasting ability for future years. Beginning in March 2022, staff involved in the contracting process will be trained to utilize the online tools available. This includes proactively advertising opportunities through the OMWBE Bids and Contracting Opportunities webpage for every request for proposal, and actively searching for diverse businesses for master contracts or through direct buy opportunities with the purposeful intent of diversifying our business partners. The UTC will also include focus questions to identify potential purchasing or contracting needs related to any new legislative mandates and during the summer budgeting process with agency leadership. Finally, the UTC will work with its Communications Division and its Equity, Diversity, and Inclusion Committee to ensure standard contract language and notices use inclusive, Plain talk language. Currently, the UTC administratively supports the Energy Facility Site Evaluation Council (EFSEC) which accounts for a significant amount of the interagency contract spend. EFSEC has proposed legislation during the 2022 legislative session to become a separate agency and may impact 2022 and 2023 expenditures reported by the UTC.

Forecasting

- During budget planning exercises include focus questions for all contracting and purchased service needs.
- Following each legislative session debrief with internal legislative staff to determine any contract needs arising from enacted legislation.
- Develop enhanced expenditure tracking to assist with better forecasting ability.

Use of Master Contracts

- Use of master contracts with MWBs expected to be first choice.
- Use the available DES exception to use MWBs found on OMWBE certified listing.

Outreach

- Post all Request for Proposals (RFPs) on OMWBE webpage.
- Develop a "How to get involved with the UTC" for diverse businesses on the agency's website.
- Use of UTC social media accounts to advertise RFPs encouraging diverse business response.
- Work with OMWBE to evaluate recent executed contracts for "unbundling" potential to better understand the feasibility for our contracting needs.

Internal Processes



- Complete review of agency contracting policies and procedures to incorporate opportunities to increase diverse spend and outreach.
- Enhanced data tracking by prime and subcontractor spending.
- Training specific to supplier diversity efforts, enhanced outreach, and resources for all agency contract managers.
- Requirement for vendor inclusion plan as part of RFP responses.
- Require contract managers to include diverse business as part of weighted bid evaluation process.

Communication and Training Plan:

- In March 2022 provide training to our Agency Contract Administrator on OMWBE website and certification listing.
- Following internal policy and procedure review, provide training to our Leadership Team on new processes, and timelines as needed, to incorporate diverse spend outreach.
- Develop and administer a contracting procedure workshop for all contract managers within the agency.
- Communicate change more broadly through the agency's internal newsletter (Good Morning UTC) for those individuals that are less frequently involved in contracting but may benefit for purchased services or equipment purposes.

Agency contract goal tracking:

The UTC is committed to enhanced data collection regarding our contract and purchased services spending. During CY2022, the agency will utilize the existing SharePoint contracting site to identify diverse spend (prime and subcontractor). As previously mentioned, the combination of UTC and EFSEC spending will require additional work to separate the expenditures by entity in the event the current legislation is enacted.

Contractor monitoring:

The UTC will ensure best practices in vendor performance of contract requirements are followed. This will also be evaluated in our agency contracting procedure review.