



Agency Supplier Diversity Inclusion Plan - Calendar Year 2022

Agency: Washington State Patrol

Contact: Walter Hamilton, CFO	360-596-4045	walter.hamilton@wsp.wa.gov
Name	Telephone	Email

Agency Supplier Diversity Inclusion Plan

Summary Statement:

The Washington State Patrol is committed in conducting sustainable and enterprise solutions to ensure equity in public contracting and procurement. We will adhere to and actively apply the provisions of the Washington State Governor's Executive Order 22-01 to ensure and improve equitable contracting opportunities for minority-, women-, and veteran-owned businesses.

Authorizing Individual:

Walter Hamilton, Chief Financial Officer

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

- A. Using the OMWBE toolkit (including forecasting, master contracts, outreach, and internal processes) in conducting sustainable and enterprise contracting and procurements;
- B. Posting procurement opportunities on WEBS and the OMWBE "Bids and Contracting Opportunities" page; and
- C. Actively track and measure the participation of certified minority-, women-, and veteran-owned businesses in contracting and procurement.

Forecasting:

Use of Master Contracts:

We will look at our historical spends in Master Contracts (in IT goods and services, Professional Services, commodities and supplies, etc.) and identify the areas/categories where there are opportunities for increasing our Diverse/MWB spends and establish



targets with corresponding action plan to reach our targets/goals for MWB spends in Master Contracts. We will take into account also our projected spends/procurements in various categories in establishing our targets/goals and incorporating the OMWBE tool kits in our procurement and contracting efforts.

Outreach:

As we have done in the past years, we will continue to:

1. Actively seek and solicit OMWBE, small and veteran-certified businesses when conducting procurements and provide a copy of the procurement document to OMWBE outreach manager.
2. Provide copies of solicitation documents to vendors on subscription lists such as Tabor 100.
3. Partner with DES and OMWBE representatives in selected procurements to enhance or increase opportunities for certified or diverse firms to participate in the procurement.
4. Encourage direct buys to certified OMWBE or veteran-owned businesses for purchases up to \$40,000 (DES Direct Buy limit) by all WSP purchasing activities.
5. Encourage vendors who qualify as small, veteran, minority, or women owned businesses to register and/or become certified by OMWBE or encourage them to self-certify, if the business meets the Small Business requirements.
6. Encourage prime vendors to subcontract with certified OMWBE or veteran-owned businesses, when applicable or appropriate.

Internal Processes:

We plan to update our agency Supplier Diversity Inclusion Plan within the next year to include the following internal processes:

1. Reporting and training on the updated goals and progress for the Inclusion Plan will be given at agency mid-level manager training and at agency's Strategic Advancement Forum (SAF).
2. Emphasis on attaining the OMWBE/Inclusion Plan goals and activities will be included in PDP Expectations and Evaluations for professional staff involved in purchasing and contracting.
3. Continue to require all agency personnel involved in purchasing to complete applicable DES procurement and contract training; and monitor through audits and verifications.
4. Continue to encourage and support agency personnel involved in purchasing to attend OMWBE training sessions (including application of the State Tool Kits) and vendor or trade shows.
5. Requiring vendor inclusion plan on procurements and contracts, if applicable.
6. Actively monitoring and tracking our Inclusion Plan.



Communication and Training Plan:

Procurement professionals and contract managers will receive information and guidance about the content of our agency Inclusion Plan and how to implement it through the following methods:

1. Reporting and training on the updated goals and progress for the Inclusion Plan will be given at agency mid-level manager training and at agency's Strategic Advancement Forum (SAF).
2. Emphasis on attaining the OMWBE/Inclusion Plan goals and activities will be included in PDP Expectations and Evaluations for professional staff involved in purchasing and contracting.
3. Continue to require all agency personnel involved in purchasing to complete applicable and updated DES procurement and contract training (which will include understanding the new Supplier Diversity Policy that takes effect on 7/1/2022); and monitor training completion through audits and verifications.

Agency contract goal tracking:

All agency contracts and purchase orders that take effect in 2022 with MWB spends, will be tracked by various types e.g., Mater Contracts, Direct Buys, Sole Source, and Competitive and categories e.g., Professional Services, IT hardware, IT Software, goods/commodities, etc.

Copies of the executed contracts and purchase orders will be provided to Accounting staff who will track actual spends (via processing of approved vendor invoices/payments made) by use of Contract numbers, contract types, and product/service categories, actual amounts of MWB spends, etc. Total MWB spend for the year will be used to compare with agency goals to determine agency performance and outcomes; and performance will be monitored and adjusted, if necessary, throughout the year to ensure successful attainment of performance goals or MWB spend targets.

Contractor monitoring:

Contractors and vendors will be required to include proposed MWB spends and/or subcontracting with MWBs in their proposals and/or contracts, if applicable. Regular audits will be performed on contractors and vendors; and contractors and vendors will be required to provide supporting documentation to ensure compliance with and progress towards the contract goals.