



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Washington State Criminal Justice Training Commission

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

The Washington State Criminal Justice Training Commission has grown in the number of staff this past year. We are currently working to ensure all staff who handle any part of the contracting process or make small purchases, have the appropriate Contract & Procurement Training as well as ensure staff is aware of the OMWBE and the OMWBE Directory of Certified Firms for use of both contracts and small purchases. This directory allows for a quick and easy method to find certified small minority, women, and veteran owned firms. Ensuring knowledge and use of this directory will increase participation of using these valued firms.

Authorizing Individual: Monica Alexander, Executive Director

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

- Continue to use state master contracts for goods and services and identify if an OMWBE certified vendor is on the contract.
- Identify contracting and procurement needs in advance to allow sufficient time to properly conduct a search for qualified vendors.
- Review OMWBE's Directory of Certified Firms and the Department of Affairs website to identify certified firms in areas of need.
- Post Requests for Proposals on the Washington Electronic Business Solution (WEBS) system.
- Submit Request for Proposals to OMWBE to post on their website in the Bids and Contracting Opportunities section.
- Encourage firms owned by minorities and women to contact OMWBE about certification if they are not already certified.



Forecasting: Will have Fiscal Manager and Contract Specialist review previous agency reports and plans as well as use tools provided via OMWBE's website - Supplier Diversity Tools/Planning & Forecasting to use as a gauge and to ensure spending is equitable throughout the private sector.

Use of Master Contracts: Will ensure to use current and master contracts from Master Contracts list located on DES website as well as OMWBE website – Supplies Diversity Tools/Master Contracts.

Outreach: Have staff review the many tools provided via OMWBE's Tools for Equity in Public Spending/Outreach, specifically to learn how we can better incorporate outreach to MWB's and utilize webinars and support via OWMBE.

Internal Processes: Have staff review OMWBE vendor list to see if an OMWBE approved vendor may be able to provide the required goods or services.

Communication and Training Plan:

The inclusion plan will be provided to contract specialist.

Agency contract goal tracking:

OMWBE related reports will be run to monitor agency spend with certified OWMBE vendors.

Contractor monitoring:

OMWBE related reports will be run to monitor agency spend with certified OWMBE vendors.