



## Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

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**Agency:** Washington Traffic Safety Commission

<b>Contact:</b> Pam Pannkuk	360-725-9884	ppannkuk@wtsc.wa.gov
Name	Telephone	Email

### Agency Supplier Diversity Inclusion Plan

#### Summary Statement:

The Washington Traffic Safety Commission will encourage potentially eligible contractors that we contract with to register with OMWBE. We will also make sure that when requests for proposals are put into WEBS that they are available to small minority, women, and veteran owned firms. This will be done by sending bid post materials and updates to [OMWBEWebAdmin@omwbe.wa.gov](mailto:OMWBEWebAdmin@omwbe.wa.gov)

Disclaimer: Most of our contracts are for at least three-year periods which may limit our ability to change the agency's participation percentages from year to year. Also, a majority of our funds are federal funds distributed in grants to city, county, state, and non-profits for traffic safety type projects which doesn't may limit our efforts to increased participation unless a non-profit were to apply and registered with OMWBE.

**Authorizing Individual:** Pam Pannkuk, Deputy Director

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

##### Forecasting:

In 2022, WTSC will be intentional in our efforts to capture historical spend that may not be captured in existing systems. WTSC will also proactively also look at anticipated spending opportunities in an effort to identify areas where the agency can increase contracting and procurement for minority-, women-, and veteran-owned businesses.

##### Use of Master Contracts:

WTSC will take a renewed effort to utilize the DES Master Contracts as a first source of resource for purchasing and contracting needs. WTSC will also look for opportunities to look outside the master contract if there is a chance to award a contract to an OMWBE or DVA certified business.



**Outreach:**

In addition to posting on WEBS and using OMWBE's Bid & Contracting site, WTSC will share contract opportunities with partners agencies such as the Commission on Hispanic Affairs. In situation where the market availability may be unclear, the agency may decide to first do a "Request for Information" before going out with a "Request for Proposal".

**Internal Processes:**

In 2021, WTSC began working with DES', Procurement Support team. The results of these efforts include leveraging DES' procurement expertise and procurement process that includes pre-award meetings with potential vendors to address questions, and making modifications to sections agency contracts to ensure the contract language is clear. The procurement partnership with DES also provides the agency with opportunities to remove barriers to promote inclusivity. In 2022, WTSC will continue these efforts and continue to look for opportunities to make complex contract language and unnecessary requirements.

**Communication and Training Plan:**

WTSC will ensure that all relevant agency staff have procurement and contracts training and are aware of agency diversity goals. We will also seek out OMWBE assistance and training to use the OMWBE search tool more effectively.

**Agency contract goal tracking:**

Due to the name of the agency's size, work and portfolio, spending will not significantly change month to month. However, the agency's executive team will take a leadership role to identify where diversity spending can increase in unplanned situations within the agency's different programs. This can be done on a quarterly basis.

**Contractor monitoring:**

To ensure compliance and progress toward contract goals, WTSC will:

- Establish clear statement of work, expectations, and deliverables
- Review invoices and ensure appropriate documentation is provided
- Review performance expectations and progress toward expected outcomes
- Track deliverables and expenses