



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Labor & Industries

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Summary Statement:

Maintain Use of WEBS in 2022:

- L&I's business practice is to post all solicitations on the Department of Enterprise Services (DES) vendor portal, Washington's Electronic Business Solution (WEBS). All solicitations are open and fair, rather than selective, promoting the use of all vendors wanting to do business with the state.

Continue Small Business Outreach in 2022:

- Contracts and Purchasing Office in conjunction with the Small Business Office will continue to attend annual events at least twice a year, providing vendor outreach. Prior to L&I posting a solicitation, staff notify known entities, which may not be registered in WEBS, to let them know to get registered for upcoming solicitations. Actively encourage businesses to seek OMWBE certification. The Small Business Liaison refers potentially certifiable firms to OMWBE.
- New ways to support small businesses across the state. L&I actively seeks to understand small business needs in this remote environment and explores alternative ways to provide support that makes it easy to do business with us. Some examples of this include: virtual paperwork/forms and processes, 24 hour phone lines for safety concerns/questions, virtual site inspections, remote site visits, expanding our language access services, providing COVID-19 information in 36 languages on our website, and implementing online payment systems for some processes that previously required in-person transactions.

Scope New L&I Strategies for 2022:

L&I focuses on innovating within the parameters of our delegated authority, contracting that may otherwise affect our percentages. Some strategies we will scope and explore in the next fiscal year:

- Agency Partnerships. An agency team of contracting and purchasing professionals will continue to work to understand the needs of diverse contracting customers. L&I will explore partnership opportunities with other agencies with overlapping customer base.

Continue working with DES and assisting in statewide efforts to identify meaningful measures of opportunity.

- Process improvements and tool development for Contract Renewals and PCard Purchases. L&I will continue to utilize the tools DES has created for contracting and procurement professionals, such as the OMWBE certification flag in the DES Master contracts listing and the diversity content in their statewide contracts/purchasing trainings. L&I procurement staff will continue to work with programs and purchasers to contextualize that broader training and guidance within the L&I environment and day to day applications, with the ultimate goal of cascading utilization increases throughout the agency. Utilize DES tools and industry best practices for procurement professionals when evaluating Master Contract renewals and agreements. Agency staff will identify opportunities to evaluate the value of services provided by certified firms on Master Contracts. L&I strives to engage with more certified firms listed on DES master contracts to deliver the best value for the agency.
- OMWBE Community of Practice tool kit. L&I will review all materials for opportunities to learn and improve. L&I commits to continuing to explore our options and industry best practices to increase supplier diversity.
- Implementation of the Governor's Executive Order 22-01. L&I will review, incorporate and adopt new requirements and improved business practices, as appropriate.
- Enterprise level, methodical and incremental risk-based approach. L&I is continuing to develop an enterprise level risk approach, including contracting & procurement. We use an incremental, risk-based approach to contracting with each renewal or new contract to see what language is needed and what can be removed. We can also leverage lower risk contracts for increased opportunity. We recognize the challenges facing small, women, minority, and veteran owned businesses to engage with the complexity of our contracting language and processes and will continue to implement changes based on the risks and the benefits of each situation. L&I will continue to review and revise our standard contract language, templates, and procedures to make it easier to do business with L&I based on customer feedback and statewide disparity study findings. We will continue to assist the statewide diversity sub-cabinet work in creating, piloting model policies that increase opportunity while staying within our legal authority.
- Data driven decisions. L&I plans to use the dashboard that we developed in 2019 and the insights it provides in order to make data driven decisions and identify opportunities to increase equity. Analysis of this data also enables us to increase the accuracy of the data from start to finish. We will socialize this tool and lessons learned from it with other agencies so that they might also benefit. New this year, as stated in the Gov. EO 22-01, agencies shall track and measure participation using the statewide electronic data collection and monitoring system, Access Equity. L&I will work with OMWBE to make sure our data is captured and begin implementation.



- L&I's Procurement office will incorporate supplier diversity into visioning and business planning. We will remain flexible as new needs and more complex opportunities arise. This is a vital and complex effort with new elements and opportunities uncovered every day. The needs of our organization and the needs of the communities we serve also continue to evolve. L&I and its dedicated procurement professionals will continue to adapt and explore creative solutions for continued progress on supplier diversity while maintaining operational excellence.

Authorizing Individual: Tammie Wilson, Contracts and Purchasing Office Manager

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

Forecasting:

L&I proactively works with the Budget Office to identify planned procurements for the FY22 and FY23. Looking at historic spend and future needs. L&I can determine what markets we will need to begin outreach opportunities.

Use of Master Contracts:

L&I uses DES Master Contracts before determining any other procurement method. L&I uses the DES certification flags on their Master Contracts and WEBS reports to validate small and diverse business are available for every procurement. When there is not representation on a DES Master Contract, all agencies have been encouraged to increase their small, veteran owned and diverse spend. If these options are not available on a master contract and an agency has identified a spend option that meets its needs and complies with all procurement rules, then the agency would be justified to purchase outside of a master contract. The reasons justifying the off contract purchase should be documented, as appropriate.

Outreach:

We have requested information including a link to the OMWBE website to be added to our Website www.lni.wa.gov. In addition we have updated our brochures to include OMWBE Certification & Veteran information, this will be reflected when a new batch is printed.

OMWBE certification status info is available to anyone on our public website via our "verify a contractor" tool (<https://secure.lni.wa.gov/verify/>). Details shown about a contractor include: OMWBE certification, high level worker's compensation account info, and much more.

Contractors awarded public works projects in Washington State and awarding agencies can verify a contractor or sub-contractor's OMWBE certification status through the prevailing wage dashboard on their secure L&I accounts. L&I Partners with DES, WSDOT, and OMWBE – when



we discover an opportunity, we work with DES and others to have a resource table at the event, share upcoming procurement opportunities, and network with small and diverse businesses. We also partner with our small business liaison office and contractor outreach teams.

Communication and Training Plan:

L&I uses the Enterprise Contract Management System to manage and track contracts. This system provides contract manager emails that can be used to distribute communications to all contract managers of record. L&I procurement professionals provide one-on-one consultation sessions and can provide information and guidance regarding the content of inclusion plans and their use.

Agency contract goal tracking:

L&I Reviews data quarterly. L&I transfers data from the Supplier Diversity Report through Enterprise Reporting (AFRS) into our Supplier Diversity Dashboard. The data is analyzed by a budget analyst and shared with procurement staff on a quarterly basis but is also available upon request.

Contractor monitoring:

L&I reviews spend data on the dashboard for missed opportunity vendors (those who self-certify or have other forms of certification but do not have OMWBE certification). Some vendors who we have identified as missed opportunities in the past have since been certified. There are other vendors who we have reached out to who decided not to pursue OMWBE certification at this point in time.