



## Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

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**Agency:** Department of Licensing

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### Agency Supplier Diversity Inclusion Plan

#### Summary Statement:

##### 1. Training and Education:

- a. **DOL Contract Specialists - With a new team of Contract Specialists onboard, DOL plans to partner with OMWBE to ensure all are educated on Washington state's:**
  - Diverse spending goals
  - Executive Order in Equity in Public Contracting
  - Tools for equity in public spending
  - Data reporting requirements
  - Incorporating Supplier Diversity Best Practices into everyday processes
  - Supporting recommendations from the 2019 Disparity Study
- b. **DOL Contract Managers – Work with Contract Managers to expand awareness of opportunities to increase equity in agency spending**
- c. **Potential Vendors – Provide contact information and encourage potential OMWBE vendors to pursue OMWBE certification.**

##### 2. Proactive identification of contracting and procurement needs:

- a. Continue analyzing historical spend data to identify areas of spend which may lead to increased diverse participation
- b. Continue having the Contracts & Procurement's Team meet with program and business areas on future procurement activities
- c. Utilize DOL DEI Service Analysis Demographic Reports, where applicable, to support business requirement definitions



### **3. Procurement Practices & Identification of Certified Firms:**

- a. Continue to utilize OMWBE Certified Directory and the DES Master Contracts Diverse Business Search Tool to identify diverse businesses for appropriate procurements or market research
- b. Continue to lead with identifying small and diverse business solutions for ad hoc purchase/contracting
- c. Continue to include language surrounding OMWBE and DVA certified businesses in all solicitations
- d. Continue to review and unbundle the scope of purchases, where applicable, to provide opportunities for a broader, diversified supplier pool.

### **4. Other Market Research and Outreach:**

- a. Look for new ways to connect and network with diverse businesses in a more remote environment. To include, where possible: participating in business forums, summits, conferences, and hiring fairs. These venues provide opportunities to share DOL's existing and future procurement opportunities.
- b. Continue to identify certified diverse businesses to participate in market research activities.

### **5. Monitoring:**

- a. Continue monthly tracking and reporting on agency diverse spending.
- b. Continue to partner with the Budget, Forecasting, and Contract & Procurements Teams to review and analyze historical spend data. Use the results to identify opportunities for increased diverse business spending.

#### **Authorizing Individual:**

LeAnna Sandy, Contract & Procurements Assistant Administrator

#### **Specific measures the agency or educational institution will take to increase participation of certified businesses:**

1. Post to OMWBE's "Bids and Contracting Opportunities" page and to WEBS
2. Re-draft Inclusion Plan templates and update DOL processes for use in solicitations and contracts
3. Utilize Master Contracts and select OWMBE vendors, when possible, as vendor of choice.



**Forecasting:** Partner with the Budget, Forecasting, and Contract & Procurements Teams to review and analyze historical spend data. Use the results to predict future agency spending opportunities.

**Use of Master Contracts:** DOL will continue to utilize Master Contracts with OMWBE Certified firms as our vendors of choice.

**Outreach:**

- Continue to partner with agencies on outreach and contracting opportunities. Example: DOL POLARIS Contract K6512 allows other agencies to purchase off this contract.
- Partner with DES and OMWBE on equity spending opportunities. Example: DOL volunteered to participate as a pilot agency for DES PIE (Procurement Inclusion and Equity Committee).
- Extend advertising beyond posting on WEBS via OMWBE's Bid & Contracting site

**Internal Processes:** DOL is updating inclusions plan templates, processes, and procedures based on OMWBE's toolkit for equity and public spending. DOL will incorporate inclusion plans into large contracts, which are the majority of the agency's contract spending.

**Communication and Training Plan:**

- DOL will schedule a workshop with OMWBE to provide training on the newest information related to supplier diversity best practices and equity in public spending.
- The Contract & Procurement Team meets monthly with divisions. The intent of these meetings is to provide a forum to educate on contract and procurement best practices, as well as educate on equity in public spending.

**Agency contract goal tracking:**

Tracking is done monthly and is shared with business area Contract Managers.

**Contractor monitoring:**

Business area Contract Managers are responsible for contractor monitoring. Contract Managers are required to complete DES training before being assigned to a contract. The monthly Contract Manager meetings with DOL Contract Specialists provide a forum to discuss contractor monitoring best practices and issue resolution.