



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Military Department

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

The Military Department is committed to increasing participation of certified small, minority, woman, and veteran owned firms. The agency will follow Governor Inslee's executive order 22-01 and DES' supplier diversity policy and procedure once finalized to help guide our procurement practices. As part of the executive order, the Military Department will adopt and incorporate, as appropriate, the Washington State Tools for Equity in Public Spending within six (6) months and implement Access Equity, to help track our spend with small, minority, women, and veteran owned firms.

The Military Department does not have adequate tracking mechanisms implemented at this time to fully capture the true spend with small, minority, women, and veteran owned firms. This will change with the new tools provided by OMWBE and we are looking forward to implementing the new tracking system, Access Equity. We are committed to collecting the appropriate data and getting a better understanding of our actual spend with small, minority, women, and veteran owned firms.

Authorizing Individual: Regan Hesse, Chief Financial Officer

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

- 1) Update agency contracting policies to include agency intention to increase usage of OMWBE and Veteran-owned firms.** The Military Department is currently in the process of updating policy FIN-111-02 Procurement, Contracting and Leasing. The updated policy references Executive Order 22-01 and states we will review, incorporate, and adopt, as appropriate, the Washington State Tools for Equity in Public spending to ensure equitable contracting opportunities for certified businesses.
- 2) Use the OMWBE toolkit to increase agency spend with certified businesses.** The toolkit provided by OMWBE will be instrumental in helping the Military Department increase participation of certified businesses. These tools will be extremely helpful as we implement new practices within our agency.



- 3) **Outreach.** The Military Department currently has language in public works bid documents and procurement solicitations encouraging participation of certified businesses; however, we need to do a better job of outreach, including posting the solicitation on the OMWBE Bids and Contracting Opportunities page.
- 4) **Accurately reporting certified businesses data.** Currently the Military Department does not have a way to track spend with certified businesses for direct buy purchases. We are optimistic the Access Equity system along with guidance from OMWBE will help us improve our process.

Forecasting:

Our data from FY21 was discouraging. Typically, our agency has better participation from certified businesses. Our numbers are driven greatly by public works projects. Public works projects have been specifically challenging during the pandemic and we are unsure if that had a negative impact on our data. All divisions within the Agency forecast procurement opportunities and per guidelines from the new diversity supplier policy we will announce these opportunities as outlined to increase future spend with certified businesses.

Use of Master Contracts:

The Military Department Contract's Office currently has a push to ensure employees are properly utilizing Master Contracts. DES makes it easy to identify certified businesses on each contract and we need to ensure our employees are educated on this tool.

Outreach:

The Military Department will send open solicitations to OMWBE to ensure they are posted to their Bid & Contracting site. Additionally, we plan to reach out to agencies who had a large percentage of dollars spent with OMWBE certified firms to learn about best practices and see how they can be implemented within the Military Department.

There also may be other websites that we can post outside of the standard procurement requirements that encourage OMWBE certified firms to participate in proposal and bid requests. This is something that will be further investigated.

Internal Processes:

The Military Department is committed to improving processes to increase participation of OWMBE certified businesses. Ultimately this comes down to our internal process. We need to have a better way to track data and we will look to OMWBE and Access Washington to help



accomplish this. We are also taking steps to educate and train employees on how to properly procure goods and services. We can incorporate our goals for supplier diversity on future educational materials and training.

Communication and Training Plan:

Communication and training will come from our central Contract's office. This will ensure consistent and accurate information go out to all employees. Communication is mainly done via email right now due to the pandemic; however, virtual training opportunities are also a possibility.

Agency Contract Goal Tracking:

Per Executive Order 22-01, the Military Department will utilize Access Equity to track and measure participation of certified minority, women, and veteran-owned businesses. We are hoping we be able to easily track this data in One Washington as well.

Contractor Monitoring:

Per Executive Order 22-01, the Military Department will ensure that, as appropriate, contracting inclusion plans are discussed at pre-bid conferences and contracting inclusion plans are included when subcontracting opportunities may be part of the contract. Since the agency has a high number of public works contracts, we will need to ensure all contractors are aware of this new requirement.