



Agency Supplier Diversity Inclusion Plan · Calendar Year 2022

Agency: Public Employment Relations Commission

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

PERC already has a contract with a OMWBE certified firm in 2022 to develop and conduct training for arbitrators. RISEWITHKJ Consulting Service contract will be up to \$14,000.

Authorizing Individual:

Diane Tucker, Administrative Services Manager

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

PERC will review the DES Master Contract list to see if an OMWBE certified firm is suitable to use for purchasing needs.

Forecasting:

In the upcoming year, PERC plans to again use services of Synergy Engineered for website development and hosting. Synergy Engineered is a small IT business and PERC plans to contract \$40,000. during the year. We also will continue to use two small court reporting firms that are woman owned for an approximate total spend of \$50,000. In addition, we have a contract this spring for an OMWBE certified firm, RISEWITHKJ Consulting Firm for up \$14,000.

Use of Master Contracts:

PERC will access the Master Contract lists through the DES website.

Outreach:

PERC is a small agency with a limited amount of contracting throughout the year. Although we don't actively participate in outreach for OMWBE firms we do look through the master contracts. When its practical we seek local or small businesses to contract with or make purchases from.

Internal Processes:

PERC annually reviews OMWBE spend with our DES SAFS budget analyst.



Communication and Training Plan:

PERC is a small agency of approximately 30 employees. We have a minimal amount of employees involved in purchasing. When a new employee is assigned purchasing duties they take the required purchasing/contracting training from DES required for their duties.

Agency contract goal tracking:

PERC will track our goals and actual OMWBE spend by having conversations with our DES SAFS budget analyst.

Contractor monitoring:

PERC will review contracts and monitor invoices to ensure the work performed is what was outlined on the contract and that costs are within agreed amounts.