



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Department of Social and Health Services (DSHS)

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| Contact: Jessica Zinda | 360 902-7822 | Jessica.Zinda@dshs.wa.gov |
| Name | Telephone | Email |

Agency Supplier Diversity Inclusion Plan

The Department of Social and Health Services (DSHS) plans to increase participation of certified small, minority, women, and veteran owned firms by establishing and monitoring contract goals. Goals are established, strategies implemented, and results monitored through our strategic plan.

Current contract goals based on DSHS' FY2021-2023 strategic plan

Increase expenditures for goods and services (non-client services):

- Office of Minority and Women's Business Enterprises-certified:
 - Minority-owned Business Enterprises (MBE not including minority women) from 2.41% (SFY19) to 5% by the end of June 2022;
 - Minority Women-owned Business Enterprises from 1.01% (SFY19) to 3% by end of June 2022; and
 - Women-owned Business Enterprises (WBE not including minority women) from 1.66% (SFY19) to 3.5% by end of June 2022.
- Department of Veteran Affairs-certified Veteran-owned Business Enterprises from 1.67% (SFY19) to 3.5% by end of June 2022.

Future contract goals based on DSHS' draft FY2023-2025 strategic plan

Increase expenditures for goods and services (non-client services):

- Office of Minority and Women's Business Enterprises-certified:
 - Minority-owned Business Enterprises (MBE not including minority women) from .48% (SFY21) to 5% by the end of June 2025;
 - Minority Women-owned Business Enterprises from .71% (SFY21) to 5% by end of June 2025; and
 - Women-owned Business Enterprises (WBE not including minority women) from .78% (SFY21) to 5% by end of June 2025.
- Department of Veteran Affairs-certified Veteran-owned Business Enterprises from 0.42% (SFY21) to 5% by end of June 2025.



DSHS will utilize the toolkit provided by OMWBE to help create meaningful opportunities for small and diverse business within the agency. The tools contain equitable practices that support the economic vitality of Washington State by ensuring all businesses have competitive access to public bidding opportunities in a variety of different industries. DSHS acknowledges that implementing these tools is critical to the state's efforts to eliminate discrimination and help all sectors of the state economy thrive. As additional tools are added, DSHS will review and implement the tools as needed.

Authorizing Individual: Theresa Powell, Senior Director of Equity, Diversity, Access, and Inclusion

Below are specific measures DSHS will take to increase participation of certified businesses:

Forecasting – DSHS has and will continue to review historical trends in an effort to identify systemic racism in our supplier diversity program. As such racism is identified, steps are and will be taken to address it. One of the major steps is addressed in Use of Master Contracts.

Use of Master Contracts – DSHS is developing steps to increase participation of certified small, minority, women, and veteran owned firms that are in the Master Contract system. DSHS is in the process of adding questions to the Purchasing Forms. These questions ask if a small, minority, women, and/or veteran (diverse) owned firm is available for the item, and there is a link to the diverse vendors on the Master Contract system. Further, the question ask WHY if a diverse vendor is available and not used. Asking this question will provide valuable data for future use. There will be continual training regarding the Purchasing Forms and diverse vendors.

Outreach – The Purchasing System used to buy the majority of supplier diversity items will have a link to diverse vendors on the Master Contracts.

Internal Processes – The Use of Master Contracts and the Outreach section describes the internal process that is being implemented.

Communication and Training Plan:

Purchasers will be trained on how to utilize Master Contracts by our Finance, Facility, and Analytics Administration (FFAA). FFAA will provided quarterly reports at BIOT meetings on opportunities and utilization for use of diverse vendors.



Agency contract goal tracking:

DSHS will utilize the reports generated by OFM and OMWBE to monitor progress on a quarterly basis at BIOT meetings.

Contractor monitoring:

DES performs public works contracting for DSHS. DES has its own monitoring system. Efforts to track supplier diversity are explained above.