



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Washington Department of Veterans Affairs

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2022 Washington Department of Veterans Affairs Supplier Diversity Inclusion Plan

Summary Statement: The Washington State Department of Veterans Affairs (WDVA) will implement the following strategies to increase participation with the Office of Minority & Women Enterprise (OMWBE) and WDVA certified veteran-owned businesses in Calendar Year 2022.

Authorizing Individual: Terry Westhoff, CFO

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

Agency's plan to increase participation of certified small minority, women, and veteran owned firms:

- In December 2021, WDVA formed an Equity in Public Spending Project Committee. The Committee's focus during the year will be on implementing best practices, process improvement, and policies/procedures that are aligned with Executive Order 22-01 and other state requirements.
- Incorporate OMWBE staff in committee meetings to assist with planning and program guidance. OMWBE will also be providing technical assistance and guidance for our Equity in Public Spending Committee.
- Partner with Department of Enterprise Services Procurement Inclusion and Equity Program to share tools, guidance, model policies, and procedures to improve supplier diversity practices within WDVA.
- Participate in multiple outreach events focused on connecting with diverse businesses.



- **Outreach:** WDVA was funded for and hired a Veteran-Owned Business Coordinator position during the fall of 2021. The position will conduct outreach, training, and assistance throughout the state for existing veteran-owned businesses and for those veterans that may be starting a new business. Some goals of this position include increasing the number of certified veteran-owned businesses in the State and increasing state agency procurements with veteran-owned businesses.
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- Participate in multiple outreach events focused on connecting with diverse businesses.
- Continue to train contract managers and purchasers throughout the agency on the processes, procedures, and policies and expectations related to increasing business conducted with minority, women, and veteran owned businesses.
- Continue to post purchasing and contracting opportunities to the Washington Electronic Business Solution (WEBS) program. Veteran and OMWBE certified firms registered in WEBS, and identified as seeking contracting opportunities, are notified of our purchasing and/or contracting needs.



- When WDVA receives responses from contractors for services posted on WEBS, the agency will review the request and identifies qualified Veterans and OMWBE certified vendors as a priority.
- When making direct-buy purchases, WDVA will make a concerted effort to contract with Veterans or OMWBE certified vendors that can perform the service, or provide the goods required.
- When making purchases of \$40,000, or less from the two-tier state master contracts, focus our efforts on contracting with Veteran or OMWBE certified firms that can fulfill the work requirements.
- Post all WDVA competitive contracting opportunities on the WDVA website and reaching out to certified veteran-owned businesses who could potentially provide the service or product based on their WEBS commodity codes.