



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Department of Corrections

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

The Department of Corrections (DOC) is more committed than ever to provide opportunities for minority, women, veteran, and small businesses to conduct business with the DOC supporting the equity and inclusive prosperity in a state in which all people share equal rights and opportunities. DOC is uniquely positioned to work with disadvantaged business' in communities where we have a justice presence.

DOC's Executive Strategy Team (EST) is committed to Equity, Diversity, Inclusion, Respect and Anti-Racism for employees, incarcerated individuals, and our supplier community. We recognize the value of a program that encourages the procurement of goods and services from a cross-section of different groups of people, including minorities, women, veterans, and small businesses. Diversity and Inclusion enriches the relationships with agency staff, the diversity of the products they provide, and the business solutions offered. This past year, EST continued to be engaged in efforts to change the culture of the agency to embrace an Equity, Diversity, Inclusion, Respect and Anti-Racism mindset and behavior. The agency values form the cornerstone of our Equity Diversity, Inclusion, and Respect (EDIR) Roadmap. Supplier Diversity is a component of our roadmap that includes a commitment to providing opportunities for dialog and sharing of information. Our commitment extends to raising an awareness of implicit bias and will continue the focus this year on existing supplier bias through training, communications, and discussions.

DOC staff participate on the Governor's Subcabinet for Business Diversity to develop strategies to help achieve the Governor's Results Washington performance goals. In 2021, DOC created a supplier diversity team made up of DOC employees from various locations throughout the state.

During the COVID-19 global pandemic, DOC has had success in fiscal year 2021 by increasing annual spend over the previous year. Global supply chain shortages made it difficult to conduct business with diverse vendors because smaller firms can't obtain the unique supplies needed to



run the agency. However, the percentage of Small Business and Veteran spend increased significantly, while OMWBE decreased slightly by 1.17%.

Authorizing Individual: Jeannie Miller- Assistant Secretary

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

Our specific measures include the following:

Forecasting – DOC believes that by forecasting our procurement needs, DOC will be able inform the prospective vendor community of upcoming opportunities. This will allow the OMWBE community to prepare for opportunities as they arise on WEBS or elsewhere, and, when appropriate, may allow DOC to establish a relationship earlier in the procurement process. DOC is assessing historical spend at the product group level and building a crosswalk to OMWBE availability on the procurement side. For contracts, we are determining the nature of the services provided for all OMWBE eligible contracts and will crosswalk to OMWBE availability.

Use of Master Contracts - DOC is very conscientious in the required use of Master Contracts and will continue to comply with DES Policy on use of these. DOC is aspiring to follow the guidance provided in the Tools for Equity in Public Spending in the section pertaining to Master Contracts to create additional opportunities for OMWBE vendors.

Outreach - An external DOC website and/or other automated communication method is being created that presents DOC procurement and contracting opportunities. We plan to electronically contact OMWBE and applicable WEBS vendors with the website link to answer questions, make connections and establish relationships, and increase business where possible. Our purchasing staff are currently contacting OMWBE vendors to assess viability of conducting business with them. Our Outreach plan will continue to be refined to become more effective as we proceed.

Internal Processes – DOC hopes to comply with all the OMWBE suggestions presented to the extent possible. We are in the process of modifying our processes to fully incorporate these suggestions as a mechanism for positive change. DOC will introduce greater flexibility in our contract documents to support the diverse vendor community, and we are updating position descriptions for procurement and other staff to ensure that our equity efforts become normalized within the job functions. We have conducted research on unbundling opportunities, and we will continue to consider unbundling in the future. We are and will continue to follow the Supplier Diversity Best Practices and move to soundly embed and normalize these practices



to help meet our goals. Enhancement of communication efforts with the OMWBE vendor community will be a top priority as outlined in Supplier Diversity Best Practices section 4.

Fully Dedicated Staff – DOC is currently working to create two new positions to facilitate our efforts. With these additional staff we expect to improve our business with OMWBE and Veteran owned businesses. DOC believes these additional resources will create more opportunities to achieve our aspirational goals.

Partially Dedicated Staff – We are in the process of formally including Supplier Diversity obligations for other staff to serve as resources and to help improve our overall numbers. The measurement will be the number of partially dedicated staff that are participating in the Supplier Diversity program.

OMWBE Assistance – DOC is hoping that we can have a positive collaboration with OMWBE and Veteran Affairs where we can provide detailed contract/product need and work together in identifying prospective contractors/suppliers. The measurement is the increase in availability of vendors to meet our needs.

Business Diversity Subcabinet – DOC is a proud member of the subcabinet, but we do need broader support in achieving our goals. The DES Purchasing policy is not yet finalized, which has left us wondering whether we can move forward with specific plans from the draft version. We believe delays in finalization of this policy continues to present barriers to meeting our goals.

Assessment of current contractors – DOC is researching our current vendor list to determine if we have OMWBE eligible vendors that have not formally signed up with OMWBE.

Results – DOC intends to increase our percentage of spend, increase the overall dollars spent, and increase the count of vendors included within Supplier Diversity.

Communication and Training Plan:

Besides normalizing our practices through updated position descriptions to fit our overarching OMWBE goals, we will ensure that all staff are trained properly in our quest to enhance our business practices and move spend in the right direction. A component of our Outreach Plan is certainly to enhance communications between the vendor base and DOC. We are currently pursuing training opportunities for procurement staff and contracting staff on business diversity and implicit bias to improve our knowledge base. Messaging and communication techniques will be built into our internal processes as outlined in Supplier Diversity best practices guidelines.



Agency contract goal tracking:

DOC currently monitors our spend compliance on a regular basis. Goal tracking will be conducted monthly as we ramp up our program. DOC will formulate new reporting surrounding spend, with the idea of completing a deeper dive into the discovery of opportunities to increase our participation. All levels of management within our Department are supportive of our goals and have requested that we conduct further analysis to determine barriers to OMWBE use and seek solutions to those barriers. Additionally, each year DOC conducts an internal assessment that pertains to unique issues encountered at the Department pursuant to our efforts to improve our use of OMWBE and Veteran businesses. This assessment includes most of the pieces included in this document but has additional issues that we consider important internally.