



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Office of Superintendent of Public Instruction (OSPI)

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Summary Statement:

Although OSPI is led by a separately elected official and is not required to comply with the Governor's Executive Orders, equity, diversity, and inclusion are core to the mission, vision, and values of OSPI. Ensuring equity goes beyond equality; it requires leaders to examine the ways current policies and practices result in disparate outcomes for our students, employees, and contractors. Because ensuring equity is of great importance to our agency, OSPI will fully comply with the Governor's recent Executive Order for Equity in Public Contracting in order to increase the number of certified minority-, women-, and veteran-owned business with which we do business.

Authorizing Individual:

Kyla Moore, Contracts Administrator

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

1. Compliance with Executive Order for Equity in Public Contracting and use of the OMWBE toolkit.
2. Continue to ensure staff understand the direct buy purchasing authority and use this purchasing authority when appropriate to do business with small, minority-, woman-, or veteran-owned business.

Review internal processes regarding Direct Buy awards and consider requiring Contract Managers show proof that they have made outreach efforts to small, minority-, woman-, or veteran-owned business.

3. Continue to write procurements in Plain Talk to assist all bidders, but especially those that do not have large procurement teams dedicated to reading and responding to large, complex procurements, and continue to review standard procurement and



contract language and reevaluate any requirements that may present a barrier to small and/or diverse firms.

Consider requiring all Contract Managers to build pre-bid conferences and MWBE preference points into all competitive procurements.

Communication and Training Plan:

OSPI's Procurement Office works closely with our Contract Managers, consulting with them on each proposed procurement, contract, and amendment. We provide one-on-one suggestions to Contract Managers as they pertain to the particular procurement or contract in question.

Additionally, we have an agency intranet page, which for all intents and purposes, serves as a procurement handbook/guide. It contains a page dedicated to Direct Buy contracts, with additional information about Direct Buy Level 2 contracts, and guidance about how Contract Managers can encourage small and diverse business participation. We will utilize our intranet and internal agency newsletter system to disseminate information about our inclusion plan and goals.

Agency contract goal tracking:

OSPI utilizes Smartsheet as a contract database and tracking tool. In this system, we track the business type of qualifying contractors (small business, minority-, women-, or veteran-owned). We will continue to use this database and track our bidders this way until a different solution is available through OneWA/Workday.

Contractor monitoring:

For contracts that require contractor compliance with goals, Contract Managers will be instructed to work closely with their contractors to ensure compliance.