



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Washington State School for the Blind

Contact: Amanda Pizzo	(360) 947-3319	Amanda.pizzo@wssb.wa.gov
Name	Telephone	Email

Agency Supplier Diversity Inclusion Plan

Summary Statement:

While our agency faces unique procurement and service needs, Washington State School for the Blind is committed to utilizing diverse vendors for direct buy or master contracts when they are available. As more certified small minority, women, and veteran owned businesses become available in the southwest corner of the state, WSSB will have the opportunity to increase the frequency of partnership with certified firms. Our agency will continue to utilize the Washington state master contract database and the OMWBE directory of certified minority and woman owned firms to identify vendors in our area.

Authorizing Individual: Amanda Pizzo, Procurement & Supply Specialist

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

Washington State school for the Blind is enthusiastic about increasing purchases and service with vendors who are certified as MWB firms. In the upcoming year our agency will continue to solicit for future projects by adding language to our advertisements which encourages bidders to include in their response how they support the diverse supplier pool, including small, minority, and women-owned firms. In addition to this step we will utilize the OMWBE toolkit and contract opportunities page.

Forecasting:

Our agency will utilize previous reports and tracking of spend with MWB certified firms to ensure these businesses are notified of upcoming opportunities with our agency.

Use of Master Contracts:

The master contract database on the Department of Enterprise Service's website displays an icon next to each vendor listed under a contract that is MWB certified. Our agency utilizes this feature when choosing which firms to contact when procuring products or services within the master contract database.



Outreach:

Our agency does not offer MWB certification information to vendors. Any vendor which could potentially qualify for MWB certification is referred to the Office of Minority and Women's Business Enterprises.

Internal Processes:

Our agency's internal process for tracking certified MWB firm spend is effective in monitoring companies which may be eligible for future projects or purchases conducted by WSSB. The quarterly review for our agency is conducted by the purchasing specialist. The enterprise reporting system is used to perform this audit. In the upcoming year our purchasing department will be utilizing this tracked information and referencing it to notify previously employed companies of future agency projects and purchases.

Communication and Training Plan:

Washington State School for the Blind is dedicated to increasing the frequency of spend with MWB certified firms whenever the opportunity is available. Our agency's purchasing and contract specialists continue to keep up to date on the increasing availability of firms in our area which offer services or products our agency may need. The inclusion plan is folded into daily procurement and contracting practices.

Agency contract goal tracking:

Our agency will analyze the past data from MWB spend to inform previously employed companies of planned projects or product purchases. Continuing to monitor new firms which become certified throughout the year will assist in keeping our list of vendors accurate and up to date.

Contractor monitoring:

Washington State School for the Blind will evaluate past data from MWB master contact spend to notify companies of planned projects or product purchases. Continuing to monitor new firms which become certified throughout the year will assist in keeping our list of vendors accurate and up to date.