



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Department of Ecology

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Summary Statement:

The Department of Ecology (Ecology) is committed to providing opportunities for minority, women, veteran, and small businesses to do business with Ecology. We have developed our agency supplier diversity inclusion plan based upon knowledge gained from attending the OMWBE supplier diversity workshops and tool kit session. Our plan incorporates the Governor's Business Diversity Subcabinet approved best practices. Ecology recognizes the value of having an inclusion plan that encourages the procurement of goods and services from minorities, women, veterans, and small businesses. Ecology strives to improve the participation of diverse suppliers in our contracting and procurement opportunities. Ecology plans to implement new strategies from the Tools for Equity in Public Spending in its inclusive plan.

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

- Advertise bidding opportunities through Department of Enterprises' WEBS vendor notification system to ensure minority and women's businesses, small businesses, and veteran owned firms are notified.
- Select multiple commodities in WEBS to reach a broad market of potential businesses, especially small and diverse suppliers.
- Update Diversity Supplier language in solicitations encouraging qualifying firms to register with OMWBE and Department of Veteran Affairs.
- Update solicitation language encouraging bidder's use of a diverse supplier pool, including small, minority, women, and veteran firms, especially for sub-contractors.
- For complex contracts where subcontracting would likely occur, Ecology will encourage prime contractors to submit an inclusion plan with their bid. If subcontractors are used, Ecology will develop a process for collecting spend information to add to our annual diversity spend report. If bidders submit an inclusion plan as part of their bid, it will be shared with the evaluation committee.
- Update guidance to staff on soliciting diverse suppliers for their business needs.



- Review solicitations and contracts for potential barriers to supplier diversity.
- Attend OMWBE forums and trainings and engage with OMWBE on supplier diversity best practices and how to implement them.

Forecasting: Ecology reviews historical contracting trends to identify where the utilization of MWB vendors may be increased. This includes identifying planned procurements that may have the potential for small and diverse suppliers' participation.

Use of Master Contracts: Ecology encourages staff to check DES master contracts first for their procurement needs, especially taking note of any listed minority and women's owned businesses, small businesses, and veteran owned firms.

Outreach: Ecology primarily uses WEBS to identify small and diverse suppliers, and advertises as applicable in the Seattle Daily Journal of Commerce and specialized industry publications depending on the commodity. Reviews OMWBE and DVA vendor registration reports for vendor leads in relevant market sectors. Ecology engages with the five Ethnic Commissions and send notices of solicitation and contracting opportunities to them.

Internal Processes: Ecology monitors the implementation of this inclusion plan, looking for opportunities to enhance the plan. Ecology reviews its solicitation language and practices that may hinder small and diverse suppliers' participation in the bidding process.

Communication and Training Plan: Ecology maintains internal web pages easily accessible to all staff that provide guidance, information, and links for implementing Ecology's Diversity Supplier inclusion plan.

Agency contract goal tracking: Ecology currently relies on the OMWBE Supplier Diversity Participation Report from OFM Enterprise Reporting to track diverse spend. Ecology will use the new database provided by OMWBE, Access Equity system when available. Ecology will review the report on the following schedule:

- The Contract Manager and Fiscal Manager will review diversity spending quarterly to share with the Deputy Director and Chief Financial Officer.
- The Contract Manager and Fiscal Manager will provide the annual report to the Director, Deputy Director, and Chief Financial Officer.

Contractor monitoring: Ecology follows up with those contractors that identified in their bid the use of Diverse Suppliers to confirm usage.