



Agency Supplier Diversity Inclusion Plan · Calendar Year 2022

Agency: Washington State Parks and Recreation Commission

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Agency Supplier Diversity Inclusion Plan

Summary Statement:

Washington State Parks seeks contracts in support of State Parks' mission by utilizing fair and transparent practices to establish contracting relationships that offer the best value. At State Parks, feedback from prospective contractors is welcomed and used to continually learn and adapt towards a goal of identifying and mitigating barriers to small and diverse businesses.

State Parks anticipates that The Department of Enterprise Services' draft Supplier Diversity Policy will be released in 2022. In coordination with State Parks' newly hired DEI Director, State Parks will utilize this policy to modify its current systems and processes.

State Parks is in the process of recruiting a new Director. As part of orientation, this new Director will be brought up to speed with the history and current state of supplier diversity at State Parks.

Authorizing Individual:

Kimberly Marshall, Administrative Services Director

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

- Ask for OMWBE subcontractor certification information as part of contract requirements.
- Include OMWBE certification information on our agency website.
- Conduct small business outreach, encourage small businesses to sign up for WEBS, and bid on agency contracts.
- Use the search tool on the Department of Enterprise Services' website to identify master contracts with diverse vendors.
- Communicate with staff as direct buy limits get adjusted so that our staff who engage in direct buy contracts are seeking MWB business.

Forecasting:

State Parks will analyze data from various systems such as Agency Financial Reporting System (AFRS), U.S. Bank (credit card spending), DES master contract spends, and Washington Electronic Business Solution (WEBS) to look for additional opportunities for OMWBE businesses.



Use of Master Contracts:

State Parks will seek opportunities within Department of Enterprise Service's state master contracts to work with small, minority, veteran, and women-owned businesses.

Outreach:

Agency staff will attend events that align with agency goals to provide information about procurement opportunities, and to encourage small and diverse businesses to submit proposals. We will solicit bids for goods and services through WEBS and send solicitation information to Office of Minority and Women's Business Enterprises (OMWBE) and to the Department of Veterans Affairs for posting to their websites.

Internal Processes:

State Parks is in the process of updating the agency policy on purchasing. Sections that will be updated include delegation authority, direct buy limits, and supplier diversity. Additionally, State Parks is reviewing the process and training used to take prospective bidders on walk throughs of work sites that are open for bids. In this review, Parks is looking at how to ensure the walk through is, by design and execution, welcoming and inclusive of all eligible prospective bidders.

Communication and Training Plan:

The Supplier Diversity Inclusion Plan will be provided to all procurement staff and Supplier Diversity will be included in purchasing training. Additionally, the agency DEI Director will integrate relevant purchasing and procurement information, where appropriate, in agency DEI efforts and training.

Agency contract goal tracking:

The agency's spend with small and diverse business will be reviewed throughout the year using the Diverse Business State Spend Report out of the Enterprise Reporting System. Quarterly updates on diversity spend will be provided to the Administrative Services Director and DEI Director who will update executive leadership and the commission on performance.

Contractor monitoring:

State Parks will monitor contractor and subcontractor invoices for spending with small and diverse businesses throughout the year. Progress and trends will be reported to executive leadership for discussion and strategy.