



Agency Supplier Diversity Inclusion Plan • Calendar Year 2022

Agency: Recreation and Conservation Office

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Summary Statement:

The Recreation and Conservation Office is dedicated to a culture of leadership, innovation and continual improvement. As we grow as an agency, we have been afforded the opportunity to expand the duties of the contract specialist within RCO to have more time to consciously solicit procurements, forecast spending, and work to increase our dollars spent with small, women, minority and/or veteran owned firms.

Authorizing Individual: Scott Robinson, Deputy Director

Beginning in March 2022 RCO will be increasing the number of staff hours dedicated to contracting and procurement by 30%. This will allow for improvement of the established contracting processes by utilizing:

Forecasting – Contract forecasting has become a priority for RCO. Over the past biennium, we have been tasked by the legislature to complete unanticipated projects. Forecasting any anticipated spending will allow RCO to:

- distribute open solicitations throughout the year,
- Keep solicitations open for a longer period of time
- Circulate the notice more intentionally and to a greater audience.

Use of Master Contracts – Whenever possible, RCO contracts with Small/Minority/Women Owned Businesses when choosing a vendor through master contracts.

Outreach – When RCO selects a new contractor, we inquire whether they are registered with OMWBE or are aware of the agency. RCO plans to encourage the self-certified small businesses / sole proprietors that we have a history of contracting with to register with OMWBE.

Internal Processes – RCO is planning on implementing an inclusion plan preference to vendors who supply RCO with their inclusion plan in the competitive process,



encouraging contract managers to select diverse businesses whenever possible. RCO will also work with the Fiscal and IT departments to ensure they are aware of the Amazon filters available to identify when purchases can be made from small, women, minority or veteran owned businesses.

Communication and Training Plan:

With additional hours dedicated to contracting, RCO plans to review and implement some of the Tools for Equity in Public Spending featured on the OMWBE web site. This inclusion plan will be posted on RCO's internal contracting website for continued reference. The solicitation coordinator will continue to share RCO's preference for contracting with diverse businesses when instructing evaluation committees on the bid evaluation process.

Agency contract goal tracking:

RCO will review diverse spending on the following schedule:

- The contract specialist and supervisor will review diverse spending quarterly to share with the deputy director.
- The contract specialist and supervisor will provide an annual report to the deputy director to share with the director.

Contractor monitoring:

RCO uses a database system to remind both contract managers and vendors to stay up to date on contract milestones and progress reports. This information is entered at the time of contract drafting and emails are sent out periodically to ensure contract compliance.