



Agency Supplier Diversity Inclusion Plan • Fiscal Year 2022

Agency: Washington State Department of Agriculture

Contact:	Laura Lowe	360-902-2002	lhlowe@agr.wa.gov
	Name	Telephone	Email

Agency Supplier Diversity Inclusion Plan

Summary Statement: The agency's plan to increase participation of certified small minority, women, and veteran owned firms.

WSDA will use current best practices and collaborate with other agencies to maximize contracting opportunities for businesses that have been underrepresented in state contracting awards. We are committed to following Executive Orders 22-01 and 22-02 to improve equity in public contracting and look forward to making a positive difference in calendar year 2022.

Authorizing Individual: Laura Holmes Lowe, Procurement Manager

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

For 2022, WSDA will maximize its efforts by 1) searching DES master contracts for certified firms, 2) conducting pre-bid certified directory searches and outreach and 3) posting bids to the OMWBE page. WSDA will participate in OMWBE and DES seminars to identify and adopt additional best practices to increase participation in state contracting.

Forecasting : The review of past spend tells us where to focus efforts and outreach. If a service is ready to be bid, we can plan additional and early outreach to diverse firms to encourage them to submit bids. We can also review services for unbundling and find ways to make it easier for more firms to become successful bidders.

Use of Master Contracts: We'll use the search function to identify certified firms already on master contract. This is a relatively easy way to increase participation and build relationships to encourage additional participation.

Outreach: WSDA will increase targeted outreach by searching for and contacting firms when programs are drafting bids. This will allow potential vendors to plan for their bid response and get some contract awards. If there are online or in-person vendor events later in 2022, we'll participate in those outreach events too.



Communication and Training Plan:

The procurement manager will update and distribute procurement guidance so program managers understand how to include and implement inclusion plans. We'll work with OMWBE as we have questions on how to effectively implement this tool.

Agency contract goal tracking:

WSDA does not have a tool to specifically track MWB spend. We'll rely on data from other state agencies to monitor overall spend and whether we're able to increase our spend.

Contractor monitoring:

This is part of overall contract monitoring and will be included in regular contract reviews - progress reports and updates, invoice reviews, and verifying compliance with and completion of the stated scope of work.