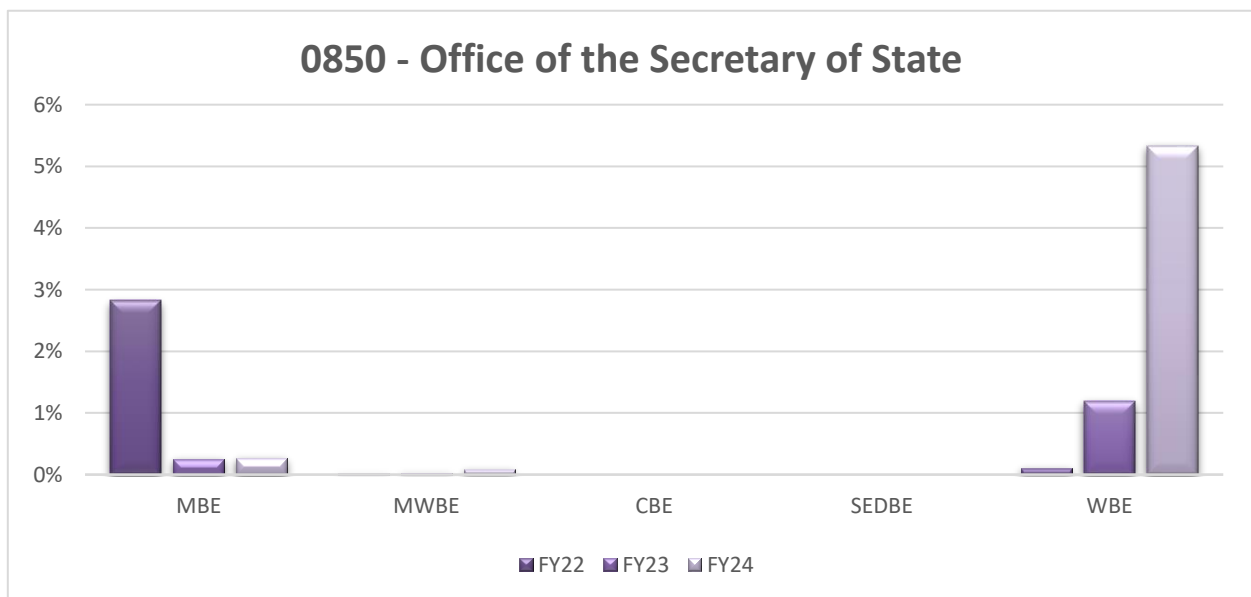


FY25 Business Diversity Spending Goal Plan – Office of the Secretary of State
Governor's Supplier Diversity Subcabinet approved best practices

(Agency graph showing spend comparison from FY23 and FY24)



FY 2023 – No spending goal established
FY 2023 – 1.46%

FY24 Spending Goal – 8.59%
FY24 Actual Spend – 5.67%

FY25 Spending Goal: 6.68%

Summary Statement: The Office of the Secretary of State (OSOS) is committed to promoting equity in public contracting by increasing opportunities for certified small-, minority-, women- and veteran-owned businesses to participate in state procurement with OSOS.

Our FY25 spending goal reflects our dedication to meeting state law requirements (RCW 39.19.060) to increase participation and aligns with the Governor's Supplier Diversity Subcabinet's approved best practices. By setting strategic, realistic goals, we aim to continuously improve our performance in creating equitable contracting opportunities, supporting the growth of under-represented businesses, and contributing to Washington's overall economic health.

Steps your agency has completed to prepare for forecasting and steps remaining:

The OSOS Contracts and Budget teams collaborate on upcoming procurement opportunities, determining the best procurement vehicles and conducting unbundling analysis where applicable. This analysis, aligned with DES guidelines, allows for targeted outreach to certified minority- and women-owned businesses. Our formalized process ensures high visibility for diverse suppliers in our public forecasting reports. The final process steps are underway to refine this forecasting approach and optimize access for underrepresented businesses.

How are supplier diversity efforts managed within your agency:

Our FY 23 OSOS Plan States: OSOS, through its contracts and purchasing staff, will: (1) conduct a review of its solicitation and contract templates and revise them where appropriate to incorporate components of this Plan and make opportunities more accessible; (2) update and provide guidance to contract managers concerning this Plan and their role in its successful implementation; (3) begin conducting regular pre-bid directory searches for OMWBE certified and DVA registered firms; and (4) continue to allow for right-sizing insurance requirements while still protecting OSOS interests. The OSOS Budget Manager, Financial Services Manager, and Contracts & Purchasing Supervisor will monitor the implementation of this Plan.

In FY24, OSOS continued to build on its supplier diversity efforts by updating solicitation and contract templates with elements aligned to DES standards. Contract Managers now receive targeted guidance on a per-transaction basis to ensure compliance with the diversity plan. Additionally, OSOS conducts pre-bid directory searches using WEBS, specifically reaching out to vendors identified as small and veteran-owned within the relevant commodity codes. Organizational restructuring in FY24 also led OSOS to assign the Budget & Procurement team to monitor the plan's implementation, ensuring a dedicated focus on achieving diversity goals and enhancing accountability.

Is your agency currently using the Outreach Module in Access Equity for marketing and connecting with Diverse Businesses?

No, OSOS currently does not use the Outreach Module for marketing diverse suppliers.

Are you using the Contract Compliance module in Access Equity to report your contract & purchase orders that include subcontractors (including statewide contracts)?

Yes, OSOS uses this module to monitor contract compliance and the inclusion of diverse subcontractors.

How does your agency track efforts to notify businesses about purchasing and opportunities to bid on contracts?

Outreach is documented within our forecasted needs report, with each solicitation's outreach efforts detailed and preserved for accountability. This structured approach supports tracking and evaluating the effectiveness of our outreach efforts to align with OMWBE and DES standards.

Your agency plan according to EO 22-01 should already be implemented. How has your plan aided in your efforts to increase your agency plan from last year?

The EO 22-01 plan has been instrumental in OSOS's diverse spend increase by formalizing outreach steps and ensuring solicitations include diverse businesses. Ongoing analysis identifies effective strategies while avoiding redundant practices, ensuring plan sustainability. Regular sharing with division managers reinforces our commitment, fostering support across OSOS programs.

Did your agency's spend decrease for FY24? If so, what was the reason(s)? What perceived barriers did you face?

No, OSOS spending with diverse businesses did not decrease for FY24.

What new efforts are you going to implement to try to increase your spending with small-minority and women owned businesses?

Strategies include active participation in the DES Annual Outreach Event and embedding diversity spend initiatives within OSOS's organizational culture. Expanding resources dedicated to these initiatives remains a key priority, ensuring OSOS is equipped to meet its diverse spending goals.