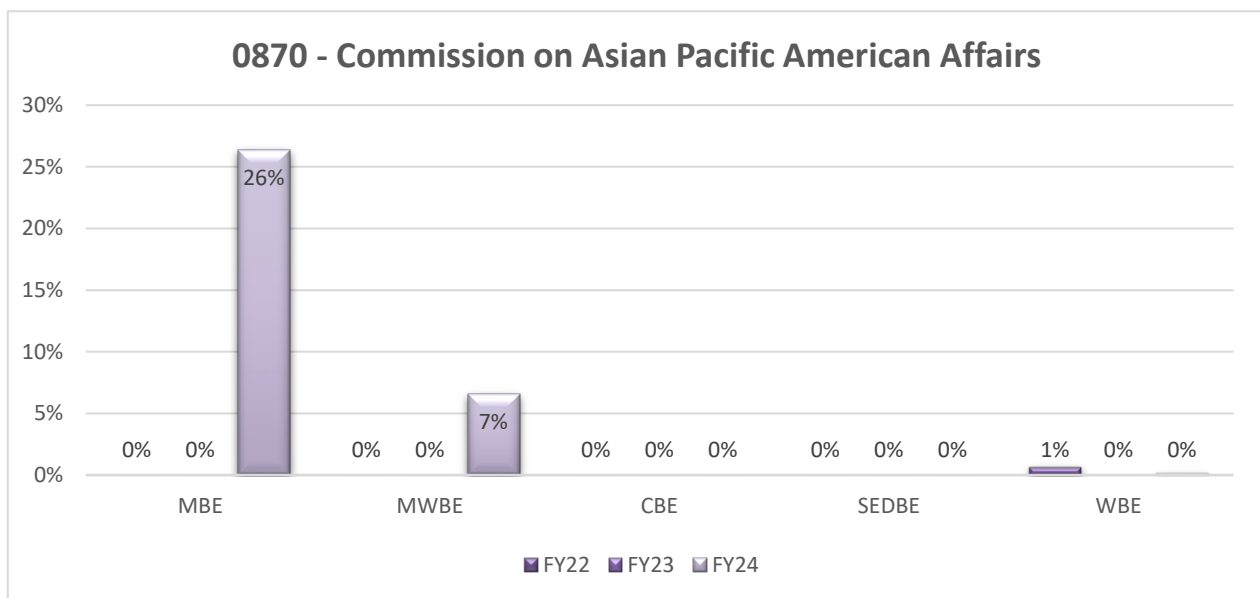


Please insert your agency logo here.

FY25 Business Diversity Spending Goal Plan – Agency name  
[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 – 0.00%**

**FY24 Spending Goal – 5.00%**

**FY24 Actual Spend – 33.06%**

**FY25 Spending Goal: 10.00%**

**Summary Statement:**

CAPAA is working with the Governor’s Subcabinet on Business Diversity, the Small Business Leadership Team, and the Department of Commerce’s newest iteration of the Business Diversity Roundtable to improve participation of small, diverse businesses. CAPAA is also committed to creating educational opportunities for small businesses to learn about certification, contract and leasing opportunities at the state by hosting public forums and informational sessions, with the Office Minority & Women Business Enterprises (OMWBE) present.

CAPAA will continue to meet with OMWBE representatives on an annual/bi-annual basis to discuss OMWBE developments, to review our past FY contracting and procurement, to identify patterns in contracting and procurement, and to look for areas for improvement. Another key strategy is to ensure that CAPAA staff is a knowledgeable source for information to the public on state contracting and procurement opportunities and updating our agency webpage small business support tab on a regular basis to stay current and relevant.

Finally, CAPAA will collaborate with OMWBE by informing OMWBE of business diversity events, assisting OMWBE to increase turnout for OMWBE events, and informing OMWBE of CAPAA-led events where OMWBE's attendance would be useful.

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

CAPAA conducts annual reviews of agency spending history in conjunction with representatives of OMWBE and identifies areas where current spending with OMWBE certified businesses can be replicated as well as opportunities for diversification. Additionally, CAPAA pre-planned agency procurements for the upcoming fiscal year (or biennium) and account for OMWBE goals.

### **How are supplier diversity efforts managed within your agency:**

Due to the size of the agency's budgets and contracts, CAPAA does not post solicitations. Rather, CAPAA mostly engages in direct buys. Likewise, CAPAA does not conduct pre-bid solicitation conferences. Generally speaking, CAPAA strives to engage OMWBE's for all out-of-house contract opportunities. If they haven't already done so, we do ask vendors to go through the process of becoming formally certified. If a member of staff receives word about contract opportunities from other state agencies, we include them under the "Opportunities" section of the CAPAA newsletter. When contacted by a member of the public with a specific question related to contracting opportunities, we connect them with members of CAPAA's Economic Development Committee, which can provide perspective and guidance, including connections to community-based business associations.

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

No

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

No

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

CAPAA's Economic Development Committee is taking steps to become more proactive in helping small, minority-owned businesses become more aware of contracting opportunities and familiarizing them on the processes involved, as well as connecting them to an OMBWE representative who can offer guidance.

CAPAA has also updated its webpage to reflect a list of small business supports, which can be accessed at <https://capaa.wa.gov/small-business-assistance> programs/and <https://capaa.wa.gov/small-business-resiliency-network/>.

**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?**

To help meet our 11% goal, CAPAA will utilize the OMWBE Certified Directory to seek out businesses that can perform these services. For any direct leads of small minority/women owned businesses from the ANHPI community, we will encourage certification. CAPAA will also seek out certified small businesses in other areas that our agency has not typically utilized small businesses for. These areas include office supplies and promotional items provided at Board meetings and outreach events.

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

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

CAPAA often make direct buy with minority and women owned businesses that are not OMWBE certified. CAPAA will keep track of these businesses and develop a plan to encourage these businesses to get certified.