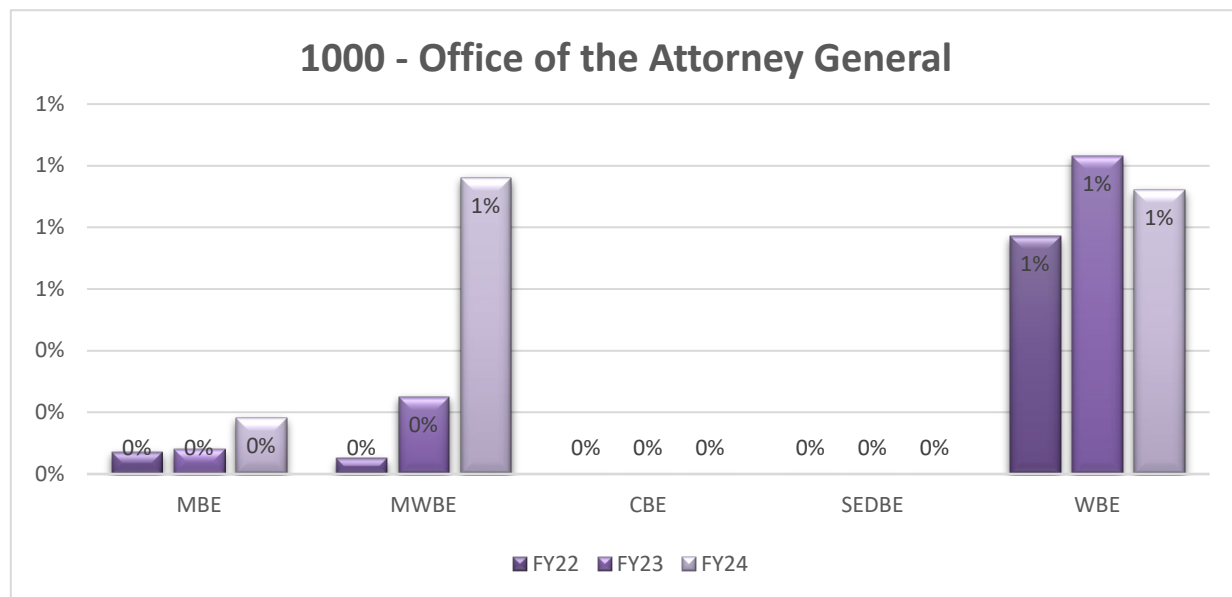


FY25 Business Diversity Spending Goal Plan – Attorney General’s Office
[Governor's Supplier Diversity Subcabinet approved best practices](#)

(AGO graph showing spend comparison from FY22, FY23 and FY24)



FY 2023 – No spending goal established

FY 2023 – 1.37%

FY24 Spending Goal – 7.15%

FY24 Actual Spend – 2.06%

FY25 Spending Goal: 3.81%

Summary Statement:

The Attorney General’s Office (AGO) remains committed to taking actions to enhance business opportunities with certified small minority, women, and veteran owned businesses. This commitment includes removing barriers that may afford contracting opportunities to small and diverse businesses, reviewing the AGO’s internal practices, and researching other ways internally and externally to increase diverse spend options. The AGO understands the importance of doing more work with and providing meaningful opportunities to diverse-owned suppliers which helps strengthen our communities and improve the quality of life for all citizens in Washington.

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

The AGO reviewed and updated its Supplier Diversity – Equity in Public Spending Procedures. The purpose of these procedures is to ensure the AGO is performing all the procurement related duties per the Office of Minority and Women Owned Business' (OMWBE) rules and regulations, the Department of Enterprise Services' Supplier Diversity Policy, and the Governor's Executive Order 22-01. The AGO created AGO Forecasted Needs Report Procedures. Forecasting increases the amount of time for small and diverse business inclusion strategies from the start. The purpose of these procedures is to ensure the AGO is properly planning and forecasting future spend.

The AGO assigned roles and responsibilities to staff members. The AGO's Supplier Diversity Leader is tasked with overseeing the AGO's planning and forecasting needs, which includes, at a minimum, reviewing historical spend data annually, meeting with AGO budget staff, completing a Forecasted Needs Report, posting the Report annually on the AGO's website, and exploring opportunities to connect with small, diverse and veteran-owned businesses. AGO Contract Specialists are tasked with reviewing the AGO's [Forecasted Needs Report](#) to determine opportunities for contracting with small, diverse, and veteran-owned businesses and with documenting such activities in the procurement/contract files.

The AGO updated and posted its [Forecasted Needs Report](#) in September 2024. The AGO reviews the Report throughout the year and if new procurements are learned about through, for example, supplemental decision packages or legislation, the AGO will update and repost the Report. In 2024, the AGO added specific categories related to its expert witness and outside counsel services on its [Forecasted Needs Report](#).

The AGO recognizes that increasing diverse spend requires a long-term commitment of efforts and thus these efforts will remain in place as well as future efforts. The AGO will use its Supplier Diversity – Equity in Public Spending Procedures and newly created forms to conduct a competitive solicitation ensuring equitable opportunities are afforded to small minority, women, and veteran-owned businesses. The AGO will also continue to promote supplier diversity efforts internally throughout the office, educating staff on the importance of supplier diversity.

How are supplier diversity efforts managed within your agency:

Supplier Diversity efforts are managed according to the AGO's Supplier Diversity – Equity in Public Spending Procedures. The purpose of these comprehensive procedures is to ensure the AGO is performing all the procurement-related duties per the Office of Minority and Women Owned Business' (OMWBE) rules and regulations, the Department of Enterprise Services' Supplier Diversity Policy, and the Governor's Executive Orders 22-01 and 19-01. The procedures set out roles and responsibilities for all supplier diversity staff and provide supplier diversity references and resources.

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

No. The AGO has not yet conducted a complete solicitation since the outreach module was made available.

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

While the AGO does use Access Equity, it is not currently using the Contract Compliance module.

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

The AGO updates and posts its [Forecasted Needs Report](#) annually. The AGO has Outreach Process and Procedures as well as an Outreach Tracking Log and standard email templates for outreach efforts prior to any solicitation and after posting of solicitations. The AGO saves the outreach emails in the solicitation file and also saves its yearly [Forecasted Needs Report](#). The AGO intends to utilize Access Equity to assist with tracking notification efforts.

The AGO also encourages vendors to become certified through multiple efforts. For example, the AGO added language to the Vendor Remittance in AFRS and also includes information in email correspondence with vendors.

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 AGO's efforts related to its plan over the last year have significantly increased. In FY 2024, AGO staff attended numerous lunch and learn workshops, community of practice meetings, the Washington Procurement Connect event, and other supplier diversity related meetings. These events have helped the AGO connect with diverse vendors and be more proactive and conscious about diverse spend.

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

No, the AGO's spend did not decrease but instead increased from 1.37% in FY 2023 to 2.06% in FY 2024.

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

The AGO will look at expanding diverse spend in its outside counsel program by additional outreach and having multiple firms under contract to assist agencies. Currently there are very few certified law offices. The AGO will continue its efforts to encourage businesses to become certified. The AGO also looks forward to making additional connections with other agencies and vendors and attending more events like the Washington Procurement Connect.