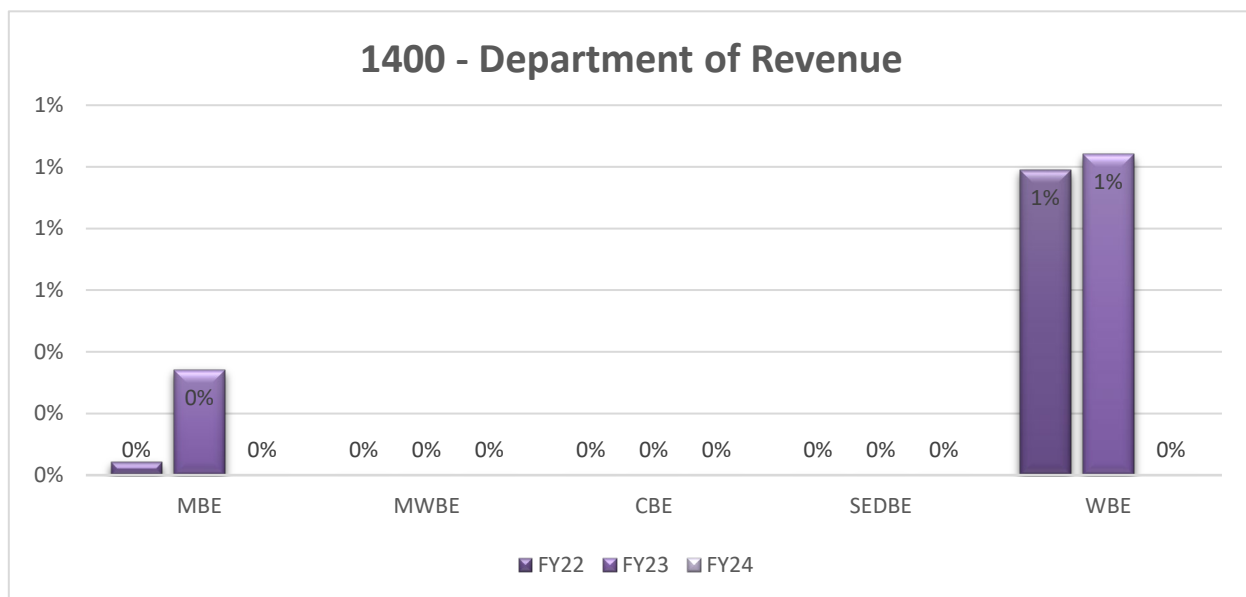


**FY25 Business Diversity Spending Goal Plan – Department of Revenue**  
[Governor's Supplier Diversity Subcabinet approved best practices](#)

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



**FY 2023 – No spending goal established**

**FY 2023 – 1.38%**

**FY24 Spending Goal – 12.96%**

**FY24 Actual Spend – 0%**

**(Actual Spend FY24 \$2,948,924)**

**FY25 Spending Goal: 7.93%**

**Summary Statement:**

The Department of Revenue (DOR) values Equity, Diversity and Inclusion (DEI). DEI among our contractors provides for a broad spectrum of knowledge, perspectives, and expertise in the pool of suppliers providing services to DOR. Every procurement effort for DOR will incorporate the Supplier Diversity Best Practices and Supplier Diversity Policy DES-090-06 elements. These

elements will be included in all solicitation documents, vendor selection criteria, and contracts. The OMWBE certified vendor list will be leveraged for Direct Buy purchases.

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

DOR continues to develop annual coordination between the Budget Office and the Procurement & Contracts Unit to establish planned and funded procurement and contract actions included in division biennium budgets.

To identify additional procurements to post on DOR's outward-facing forecasting page, DOR's Procurement & Contracts Team will work with DOR's Budget Team to identify expenditures within decision packages and review new expenditure requests monthly.

This coordination effort is the ongoing process that is being used in DOR's procurement and contract forecasting. DOR has completed the following steps for internal forecasting:

- Completed - Analyzed FY budget allocations to identify planned spend on new procurements
- Completed – Review and analyze of budget requests outside of initial allotments
- Completed – Review new Decision Packages
- Completed - Coordinate with IS Project Management Office to identify upcoming technology projects expected to include a procurement

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

DOR's Procurement & Contract Manager is our Supplier Diversity Manager and is responsible for implementing the requirements of the EO and DES supplier diversity policy. All contract managers throughout DOR, as well as all executive leaders, have completed supplier diversity training. The importance of supplier diversity efforts is well understood and supported by the executive team and is emphasized to the contract managers throughout DOR. All procurements include conversations between DOR contract specialists and contract managers to ensure supplier diversity requirements are prioritized in the procurement effort.

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

Currently, DOR hasn't had any formal procurement activities that would rise to the level of utilizing the Outreach Module in Access Equity for marketing and connecting with diverse businesses. Our 2025-2027 agency budget request includes decision packages that, if approved, would provide opportunities for DOR to participate in and utilize the Outreach Module in Access Equity for marketing and connecting with diverse businesses.

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

Yes, when applicable.

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

DOR posts purchasing and business-related opportunities on its outward-facing website (dor.wa.gov) and Washington's Electronic Business Solution (WEBS). When a vendor reaches out to DOR with an unsolicited business-related proposal, DOR responds with a detailed e-mail addressing the State of Washington's procurement rules and responsibilities. This e-mail also includes a statement encouraging the vendor to sign up for the use of WEBS. This responsive e-mail to vendors includes links to all of the affiliated agencies listed in the response.

**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?**

DOR believes its current plan of action under EO 22-01 has brought how DOR conducts purchasing-related activities into a new light and has increased awareness of DEI throughout the agency. DOR now takes DEI into account with all of its purchase related activities. From consulting services to the purchasing of janitorial supplies, DEI is at the forefront of our purchasing-related mindset.

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

Yes.

FY23 total spend for OMWBE certified, Small and Veteran owned businesses was \$3,667,017.

FY24 total spend for OMWBE certified, Small and Veteran owned businesses was \$2,948,924.

A few of the contributing factors for the decrease in spending with OMWBE certified, Small and Veteran owned businesses can be identified as follows:

1. The closure of one DOR's Field Offices located in Bothell Washington. This eliminated the need for janitorial services as well as some paper supplies for that location.
2. DOR no longer needed the services provided by Sightline LLC as the project associated with this spend concluded.
3. DOR no longer needed the services of Avantpage, Inc. for language and translation services for a project within DOR's Working Families Tax Credit program.
4. DOR no longer required the services of Sky Bear Media LLC for a project within DOR's Human Resources division for advertisement services.
5. DOR no longer required the services of Energy Systems Management.

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

DOR has implemented a new Diversity, Equity & Inclusion Committee led by an Employee Engagement and Belonging Manager. This new resource within DOR is an Executive sponsored group of DOR employees who have been charged to develop a systematic approach to advance diversity in DOR's workforce and support long-term employee retention as well as bring DEI forward in the thinking and planning of DOR's purchasing culture.

DOR looks at ways to unbundle larger spending components in procurement efforts in order to lead the way in increased spending with small and diverse vendors.