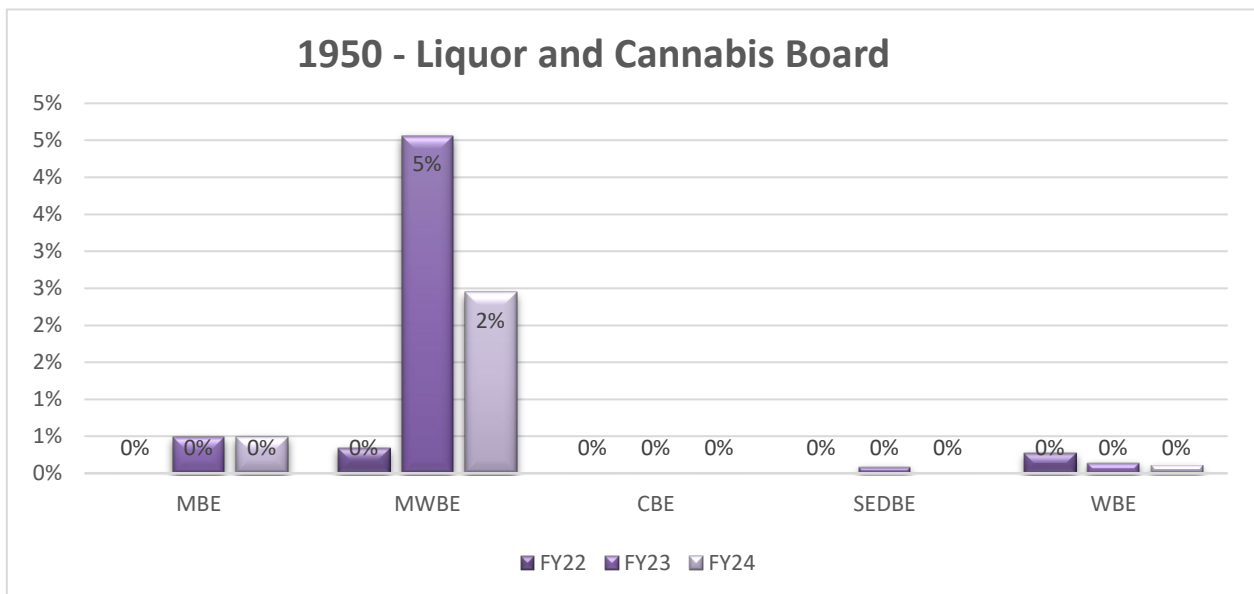


**FY25 Business Diversity Spending Goal Plan – Liquor and Cannabis Board**  
[Governor's Supplier Diversity Subcabinet approved best practices](#)

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



**FY23 Spending Goal – None established**

**FY23 Actual Spend – 4.70%**

**FY24 Spending Goal – 6.91%**

**FY24 Actual Spend – 2.54%**

**FY25 Spending Goal: 5.04%**

**Summary Statement:**

All procurement professionals and those with acquisition responsibilities use approved, legally compliant strategies that encourage and facilitate the purchase of goods and services from small, diverse, and veteran-owned businesses to the maximum extent possible.

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

The WSLCB posts forecasting data reports on the external WSLCB website quarterly. Division Asset Coordinators are required to prepare annual purchasing plans and post to the internal intranet for review by July 1st of each fiscal year. The Operational Support Team conducts internal quarterly purchasing forums that include topics such as recently expired state contracts, state contracts under development, internal process changes and updates (i.e., standards, forms), training opportunities, outreach events, and environmental updates. The agency also prepares

division spend plans that are used to develop forecast reports.

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

- Agency uses state contracts when applicable. If state contract is not available, the WSLCB looks to diverse vendors that meet our needs utilizing the OMWBE toolkit.
- Staff with authority to spend agency funds must complete all DES required training within ninety days of approved Delegation (LIQ1424 delegation form).
- Contracts and Purchasing for goods and services is centralized in the Finance Division.
- Agency policy 605 specifies how the agency conducts purchasing and contracts.

**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)?**

Yes

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

- Utilize DES State Contracts, WEBS and OMWBE directory to locate certified business during market research.
- Utilize DES State Contracts for Communications and Marketing Services when needed to increase awareness of solicitations.
- Refer non-certified diverse firms to certify with OMWBE and DVA.
- Regularly attend BRG's to increase awareness, network, and break down barriers.
- Attend ongoing Supplier Diversity training and networking sessions.
- Post solicitations to WEBS, WSLCB Website, OMWBE, and other organizations like APEX.
- Share resources after in person events with internal staff.

**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?**

**1. Post solicitations to WEBS, LCB Website, OMWBE, and other organizations like APEX.**

The agency posted two solicitations during the FY. Both solicitations were posted to the above-mentioned platforms. Solicitation 2024-01 External Website Design received forty-five bids, forty responsive and five non-responsive; Solicitation 2024-02 Social Equity in Cannabis receive twelve bids, ten responsive and two non-responsive.

**2. Inclusion plans are standard in solicitations.**

Inclusion plans were not included in the two solicitations posted. Inclusion plans are optional and only required by DES for Enterprise Services public works contracts that are valued at \$1 million or more and the two solicitations that WSLCB did do not meet those requirements.

**3. Simplify and plain talk documents, also remove oppressive terms as needed.**

The WSLCB has developed an agency policy governing plain language in compliance with Executive Order 23-02 and is currently in the process of completing this project. The WSLCB anticipates that work will begin on this project during the first quarter of 2025.

**4. Adjust procurement requirements to increase participation (when able).**

WSLCB requires pre-bid conferences as apart of all solicitations. WSLCB has also contacted DES for verbiage to use in solicitations documents to increase participation when applicable.

**5. Track and measure progress.**

WSLCB Finance Division meets quarterly to review results. Operational Support Team provides updates related to the Supplier Diversity Plan targets and results at the quarterly meetings. Additional data related to the plan is posted to the agency intranet.

**6. Review portfolio quarterly.**

Progress is being monitored monthly and reported quarterly to Agency Management.

**7. Employ services such as translation and interpreter services as needed to allow participation in the solicitation and contracting process.**

This has not been a tool that has been implemented yet, WSLCB plans to employ when applicable.

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

- Timeline for tracking spend changed from CY to FY internally.
- 57% of purchases and 19% of contracts are through a state contract. DES policies and procurement training changes will increase this percentage in FY2025 due to new processes the agency is implementing to substantially adhere to state policy. This may leave less opportunity for direct buy purchases.
- WSLCB conducted two solicitations in FY2024.
- Not enough choices on state contract for certified spend.
- Majority of the spend is from self-certified small business which is not included in the goals since it is not an official certification recognized for the purpose of this plan.
- Although certification is free, the WSLCB is still not seeing enough choices in the commodities and services purchased.
- Certification should be easier.
- Access Equity tool is not user friendly and difficult to navigate.
- Reporting timeline for subcontractor reporting falls in the same timeframe as Contract reporting so resources are limited for this activity.
- Communicating all future goals from OMWBE and Veteran for FY together instead of separate.
- Goal was set by OMWBE without using agency forecast data to ensure target could be met.

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

- More outreach events in person and through OMWBE website.
- Encouraging use of small and diverse vendors when a direct buy situation is identified.
- Looking to other agencies on how they are increasing spend (BRG, PIE, etc.)