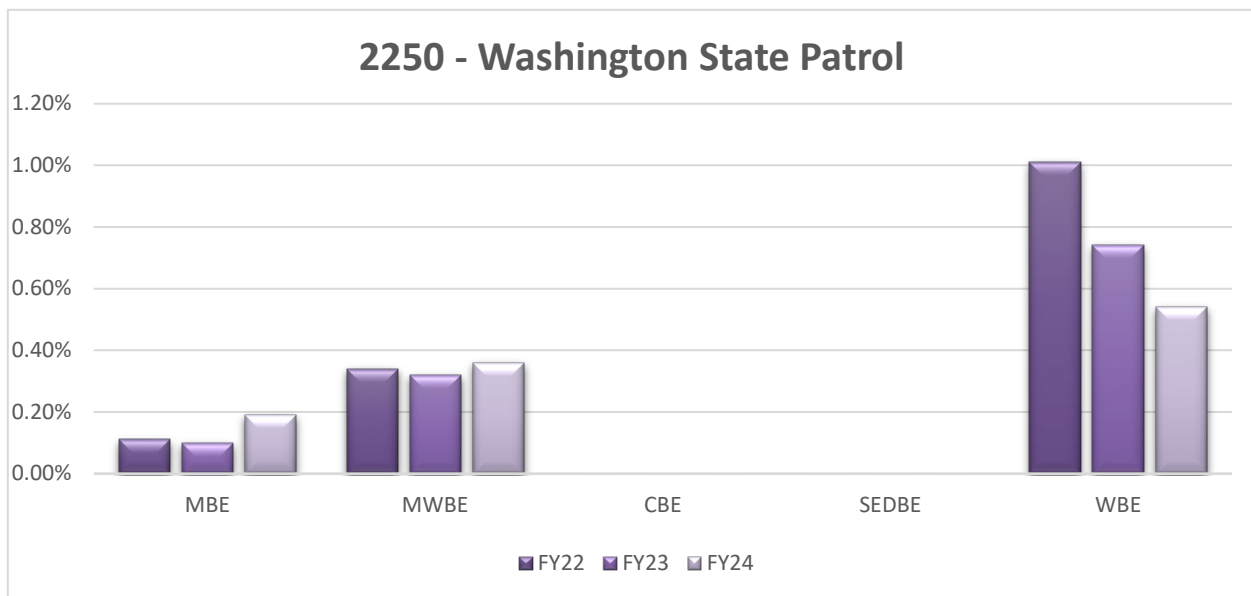




FY25 Business Diversity Spending Goal Plan – Washington State Patrol
[Governor's Supplier Diversity Subcabinet approved best practices](#)

(Agency graph showing spend comparison from FY23 and FY24)



FY 2023 – No spending goal established

FY 2023 – 1.17%

FY24 Spending Goal – 6.66%

FY24 Actual Spend – 1.09%

FY25 Spending Goal: 3.54%

Summary Statement:

The Washington State Patrol (WSP) continues to take strides to improve our procurement and contracting processes and procedures to attempt to reach our assigned fiscal year spending goals. The WSP would easily reach our goals if all our small, diverse, and veteran-owned businesses were certified, so we will focus on educating our vendors on the benefits of certification in FY25. We have refined our outreach, forecasting, and competitive procurement processes in FY24 and will focus more on subcontractor reporting and Access Equity in FY25.

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

The WSP has completed our forecasting process by creating an internal SharePoint site and posting forecasting requirements to our agency website as required. We will continue to refine our process through internal education on the need to report potential purchases. We have implemented a checklist to evaluate every contract for forecasting requirements, and quality control. This has increased our forecasting for the coming year. Forecasting is done continuously rather than once a year.

How are supplier diversity efforts managed within your agency:

Supplier diversity efforts are managed within the WSP by our Chief Financial Officer in close collaboration with our Contracting Manager and Supply Manager. In FY24, due to a lack of adequate funding from the legislature, the WSP engaged with outside consultants to continue to develop and implement our diversity efforts. The consultants are developing a communication and training plan for WSP contract managers and small purchasers to conduct outreach for the identification of certified businesses. We have reviewed and implemented language into our contracts and competitive procurement processes to ensure that aspects of the Supplier Diversity Policy and OMWBE requirements are met.

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

Yes. This is part of our outreach job aid.

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

The WSP is using Access Equity to the best of our ability, at this time. We have implemented a checklist, which is used for every contract, to determine whether entry into Access Equity is appropriate. As previously instructed by OMWBE, we entered the primary contractor but have not entered subcontractors. We do not have the resources to track and input every subcontractor at this time. However, the language that was required for subcontracting has been inserted into every contract that utilizes subcontractors. Every contractor completes a Subcontracting Business Diversity Checklist before any contract is signed. We use this information to complete the noncompetitive subcontractor checklist and entry into Access Equity. However, WSP does not have access to payments made to subcontractors. The language that was provided requires contractors to access the system and enter this information.

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

There are two elements to this question. First, all competitive solicitations require outreach efforts, which are done in accordance with the policy and RCW. Second, each noncompetitive contract undergoes evaluation with our noncompetitive supplier diversity checklist to determine whether forecasting is required. For outreach, we are working with a consultant to develop processes for our contract managers and small purchasers to find certified vendors on noncompetitive contracts.

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?

With little funding provided for increased efforts, the WSP has developed checklists to implement of agency plan and is also developing enhanced outreach checklists that will be distributed to every level within the agency to enhance the use of diverse vendors

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

While our agency spending did decrease from 1.17% to 1.09% on face value between FY23 and FY24, we had large purchases of radios (\$23 million) and an increase in vehicle spending that skewed the percentages. If the one-time radio purchases were removed, we would have been at the same 1.17% rate as FY23. Numerous purchases for the WSP are specialized and certified businesses are not available, so our figures are disproportionately affected.

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

The WSP continues to make progress, within existing resources, to refine and enhance our procurement processes to increase our certified spending. As mentioned earlier, our small-minority and women owned business spend is actually well over 10%, but those businesses are not certified. We hope that the increase in staff for OMWBE will enhance those certification efforts, and we will continue to try to convince businesses to obtain their certification.

The WSP also will roll out checklists for small purchases to every level of our staff in FY25 in order to continue to increase our certified spending.

Response completed by Mr. Walter R. Hamilton, Chief Financial Officer.