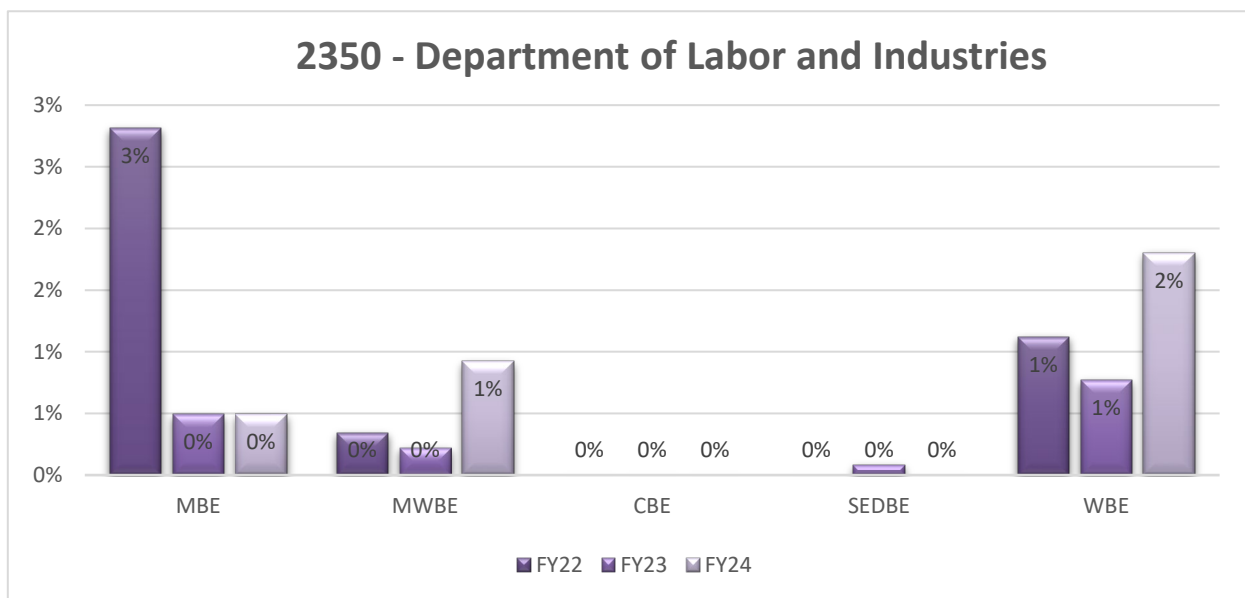


Please insert your agency logo here.

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

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



FY 2023 – No spending goal established

FY 2023 – 1.48%

FY24 Spending Goal – 10.80%

FY24 Actual Spend – 3.22%

FY25 Spending Goal: 6.79%

Summary Statement:

Labor and Industries (L&I) will continue to do outreach amongst OMWBE firms to ensure any bids for contracts are predominantly small businesses. As an agency, L&I will utilize Access Equity for its business diversity management. In addition, L&I will utilize an internal focused outreach process for reaching out to businesses, not just those in WEBS and Access Equity. This will give businesses not in those systems the opportunity to get registered with OMWBE notification before the procurement is posted.

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

- At the beginning of each fiscal year and biennia, meet with the Budget Director to discuss upcoming agency needs that could have opportunities for contracting.
- Contract Authorization Record (CAR) process has been updated to include Budget Director providing approval notice to the Contracts and Purchasing team well before posting procurement solicitations to WEBS. This allows us to update our Forecasting Report on our external facing website in close to real time.

How are supplier diversity efforts managed within your agency:

L&I's procurement office has lead and uses the following tools to manage efforts:

- Guidance from DES, OMWBE and Executive Orders
- Internally developed Supplier Diversity Dashboard (updated quarterly)
- Access Equity
- WEBS

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

We are working to implement the usage of the Outreach Module within our agency. As stated above, L&I provides additional outreach via email prior to positing solicitations in WEBS to ensure that businesses in related market spaces have an opportunity to get certified via OMWBE and registered in WEBS.

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

L&I has updated our processes and contract documents with language in regards to Supplier Diversity and usage of Access Equity.

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

- WEBS
- L&I provides additional outreach via email prior to positing solicitations in WEBS to ensure that businesses in related market spaces have an opportunity to get certified via OMWBE and registered in WEBS.

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?

- Forecasting: Working with the Budget Office for forecasting activities allows us to provide the business community notice of upcoming procurements, and to get registered before the

solicitations are posted in WEBS. These opportunities are posted on the external facing L&I website for transparency.

- L&I's CPO Manager presented at the Washington Procurement Connect event on 10/7 to share best practices from our plan.
- Contract documents have been updated in compliance with the Supplier Diversity Manual.
- Utilization of the OMWBE certified directory.
- One on one consultation with program area Subject Matter Experts now includes additional outreach via email. L&I provides additional outreach via email prior to positing solicitations in WEBS to ensure that businesses in related market spaces have an opportunity to get certified via OMWBE and registered in WEBS.

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

No

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

- Use Access Equity for more outreach opportunities.
- Internal process improvement to increase outreach opportunity and transparency with the vendor community.
- Additional L&I specific internal training and education with staff and internal customers to support these initiatives.