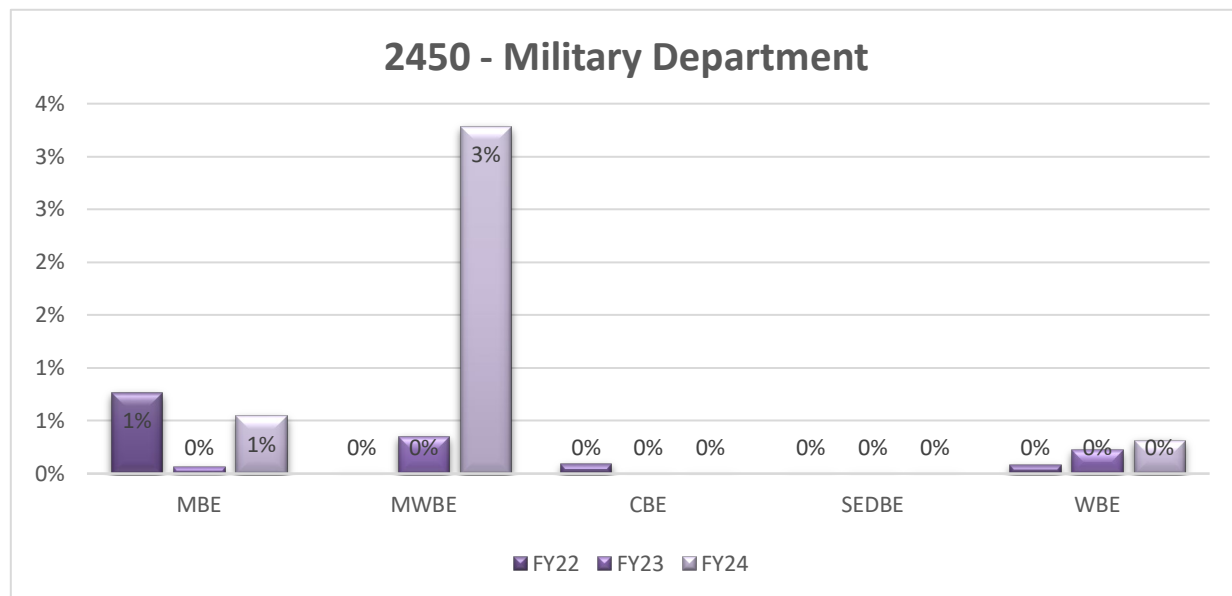


**FY25 Business Diversity Spending Goal Plan – Military Department**  
[Governor's Supplier Diversity Subcabinet approved best practices](#)

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



**FY 2023 – No spending goal established**  
**FY 2023 – 0.64%**

**FY24 Spending Goal – 5.10%**  
**FY24 Actual Spend – 4.13%**

**FY25 Spending Goal: 4.98%**

**Summary Statement:**

The Military Department remains committed to ensuring state money is used to support small, minority-owned, women-owned, and veteran-owned businesses through the state. The National Guard, Emergency Management Division, and Youth ChalleNGe Academy are integral parts of Washington's diverse communities and will continue to proactively seek opportunities to invest in businesses that reflect the rich diversity throughout the state.

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

Each year the Washington Military Department contracts office sends the forecasting template out each division and asks that they report in scope procurement opportunities. Most divisions confirm they do not have any planned procurements that meet the reporting criteria, but the divisions that do send back the completed spreadsheet and the contracts office compiles the results and has them posted on our agency website.

The Military Department is a unique agency when it comes to forecasting due to the uncertainty of federal funds. Many times, procurement opportunities arise at the very end of the federal fiscal year due to a release of unexpected federal funds. That makes forecasting a bit of a challenge.

Additionally, our purchases tend to be under \$20,000 and/or on the statewide contract which are both exempt from reporting.

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

The Contracts & Procurement Administrator in our Finance Division is responsible for the Military Department's supplier diversity efforts.

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

No, we use the OMWBE, WDVA, and WEBS websites to look for diverse businesses. The Contracts & Procurement Administrator then send emails to the organizations that we believe would be a good fit for the procurement.

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

Yes, we enter in contracts to Access Equity that have subcontractors. Purchase orders are more difficult to track since our purchasing is decentralized, but our agency will work on ways to improve this process.

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

We use excel spreadsheets.

**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?**

We are pleased that our numbers have increased by almost 4% in the past year. We are getting

closer to our internal goal of 5%. We have worked hard to increase our spend and some of our efforts include outreach, longer posting times for competitive solicitations, pre-bid conferences, and debrief conferences. We find that we are able to educate companies both in pre-bid conferences and debriefs on our efforts for supplier diversity. We understand how challenging it can be to navigate the government systems, so we try to give businesses the most information possible to help them with current and future solicitations.

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

N/A

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

One of our efforts in FY25 will be to set up an agency office supply account with Pacific Office Solutions, a women-owned small business. Currently we utilize Office Depot throughout the agency, and we want to shift some of the spend to Pacific Office Solutions. Our team met with them at Washington Procurement Connect 2024 and are hopeful it will be a smooth transition for our employees.

Another strong focus will be educating agency buyers on how to find and use diverse vendors on statewide contracts. We think there is significant room for improvement in this area.