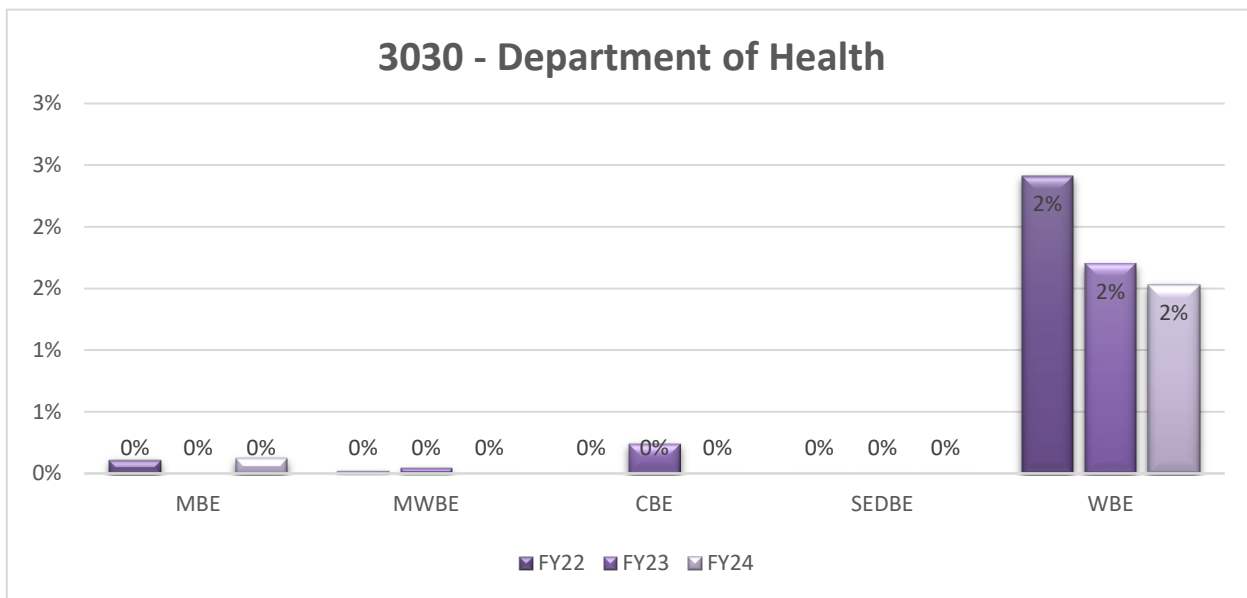




FY25 Business Diversity Spending Goal Plan – Department of Health
[Governor's Supplier Diversity Subcabinet approved best practices](#)

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



FY 2023 – No spending goal established

FY 2023 – 1.99%

FY24 Spending Goal – 8.68%

FY24 Actual Spend – ~~1.53%~~ 2.55%

FY25 Spending Goal: 3.32%

Summary Statement:

The Washington State Department of Health contract goal for fiscal year 25 is 3.32%. In order to achieve this goal, DOH will continue to further build on our efforts to date and expand our outreach efforts to reach more organizations. We are committed to this work as it aligns with our agency Transformational Plan: A vision for health in Washington State

and our cornerstone values of equity, innovation, and engagement. Investing in our communities is one way towards this vision.

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

- **Business Opportunities Page:** In Fiscal Year 2024 the Washington State Department of Health (DOH) added a Business Opportunities page to website with ***Find It Fast*** option.
- **Business Opportunities Page:** DOH compiles Forecast data during budget planning process.
- **Forecast Data Compilation:** DOH publishes mandatory Fiscal Year Forecast Report on Business Opportunities page.
- **Publication:** Remaining steps include quarterly updates to the Forecast Report to 1) add unplanned procurements and 2) indicate which items have been completed.

How are supplier diversity efforts managed within your agency:

Department of Health's supplier diversity efforts are multifaceted.

- **Diversity Sourcing Record:** In August 2023 our purchase requisition and contract action request forms were updated modified to include a Diversity Sourcing Record capturing essential information.
- **Quarterly Newsletter:** We publish internal efforts including a quarterly newsletter.
- **Diversity Spend dashboard:** A dashboard tracks and displays our diverse spending metrics.
- **Dedicated Staff:** During FY24, we had a staff member solely focused on establishing supplier diversity efforts. This position reported to the Contracts and Procurement Director.

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

DOH has not started using the Access Equity Outreach module to connect with diverse businesses. We currently make these connections during solicitation preparation, in pre-bid meetings, through consultation with programs regarding their needs, and at outreach events like Washington Procurement Connect and the Regional Contracting Forum.

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

Yes, DOH is using the Access Equity Contract Compliance module, reporting primary contractors and subcontractors as they are identified through competitive procurements. As of October

2024, DOH has added a Subcontractor Utilization Form to all executed contracts for contractors to identify subcontractors (if any are being used) to meet this requirement.

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

DOH's Contracts and Procurement team uses a comprehensive solicitation checklist for outreach efforts associated with competitive procurements. This process includes:

- **Pre-Solicitation Huddle:** Discuss unbundling and outreach strategies specific to the procurement.
- **Outreach Distribution List:** Maintain a list that includes the Governor's Office, Commissions, and resource partners.
- **WEBS Utilization:** Use Washington's Electronic Business Solution (WEBS) to conduct bidding opportunity notices by pulling a vendor list based on commodity codes identified for the procurement.
- **Community Partnerships:** Collaborate with DOH's programs to identify stakeholders within their communities and inform potential vendors about upcoming opportunities.

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?

DOH's supplier diversity strategy has indeed been implemented but continues to mature as opportunities arise to enhance it. Over the past year, the plan has helped :

- **Increase Supplier Diversity:** We've seen a marked improvement in the engagement and participation of minority- and women-owned businesses in our procurement processes.
- **Data Collection and Monitoring:** Implementing an enterprise-level electronic data collection system has provided more accurate insights and allowed for better tracking of supplier diversity metrics.
- **Boost Transparency:** Regular updates and transparent communication have ensured that all stakeholders are aware of progress and challenges, fostering a culture of accountability.
- **Strengthening Outreach Efforts:** The plan has formalized our outreach efforts, leading to more targeted and effective connections with diverse suppliers.

As opportunities and challenges evolve, we continue refining and expanding our strategies to further support our mission.

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

DOH's FY24 diversity spend (2.55%) increased by 28% over FY23 diversity spend (1.99%).

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

During FY25 Department of Health is taking the following steps to increase spending with minority and women owned businesses:

- **Subcontractor Utilization Plan:** All executed contracts (including amendments) will include a subcontractor utilization plan document to capture subcontractor utilization that happens outside of competitive procurements.
- **Enhanced Community Engagement:** Increase connections to divisions and programs to understand opportunities for community engagement through their activities and business interactions.
- **Supplier Diversity Newsletter:** Introduced a quarterly DOH Supplier Diversity newsletter containing success stories, toolkit strategy highlights, and related updates.
- **Diversity Spend Dashboard:** Introduced a Diversity Spend dashboard that tells the story by period of time, division/program, type of diverse spend, and highlighting our FY25 OMWBE goal.