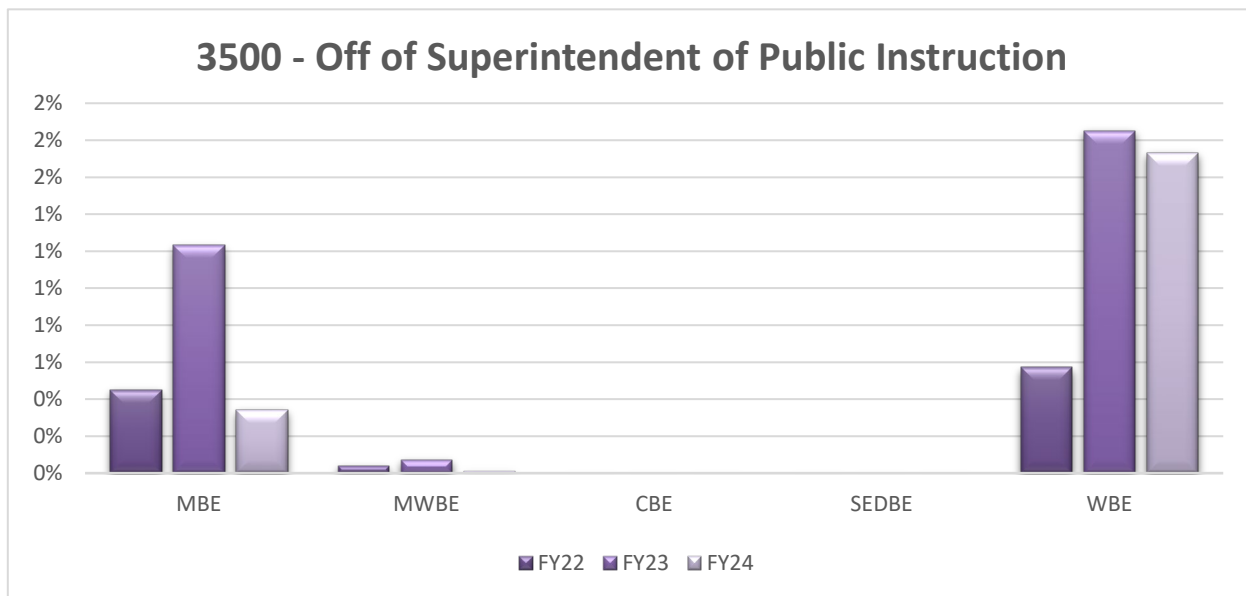




FY25 Business Diversity Spending Goal Plan
 Office of Superintendent of Public Instruction (OSPI)
[Governor's Supplier Diversity Subcabinet approved best practices](#)

(Agency graph showing spend comparison from FY23 and FY24)



FY 2023 – No spending goal established

FY 2023 – 3.15%

FY24 Spending Goal – 9.00%

FY24 Actual Spend – 2.07%

FY25 Spending Goal: 10.18%

Summary Statement:

<brief paragraph from the director or agency head describing the contract goals how they intend to maximize opportunities for certified businesses for the new fiscal year>

OSPI Response:

Although OSPI is led by a separately elected official and is not required to comply with the Governor's Executive Orders, equity, diversity, and inclusion are core to the mission, vision, and values of OSPI. Ensuring equity goes beyond equality; it requires leaders to examine the ways current policies and practices result in disparate outcomes for our students, employees, and

contractors. Because ensuring equity is of great importance to our agency, OSPI will continue to voluntarily comply with the Governor's Executive Order for Equity in Public Contracting in order to increase the number of certified minority-, women-, and veteran-owned business with which we do business.

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

<list measures>

OSPI Response:

As required, OSPI posted our Forecasted Needs Report for FY25 including anticipated competitive purchases, direct buy contracts, sole source contracts, and noncompetitive purchases over \$20,000 to our [website](#) by October 1. The Procurement Office, Budget Office, and program offices (where the Contract Managers and subject matter experts reside) worked collaboratively to forecast the needs.

Since much of our agency's work is directed by the Legislature, the majority of our contracts are already place by early fall each year when this report is due, leaving little to forecast. At the time the report is due, future legislative action cannot be predicted. We recognize the intent of the report is to give advance notice to potential vendors who may be able to provide the services we are seeking, so changing the timing of the report may be more helpful to the vendor community.

How are supplier diversity efforts managed within your agency:

<list examples>

OSPI Response:

- 1. Information/education:** Incorporation of applicable components of EO 22-01 for Equity in Public Contracting and use of the OMWBE's toolkit into our procurement practices.

We share information to help our Contract Managers and other staff understand the direct buy purchasing authority and ability to use this purchasing authority when appropriate to do business with small, minority-, woman-, or veteran-owned business.

The agency provides information about available directories for certified minority-, women-, and veteran-owned businesses who may be able and available to provide the goods or services to our Contract Managers and encourages them to use such vendors when appropriate.

We require all new Contract Managers complete the DES Contract Management training modules.

2. **Documentation:** Since last year, we have started requiring Contract Managers complete DES' Unbundling Analysis form for every contract, including Direct Buy.

In Fiscal Year 2025, we will be updating our internal process regarding Direct Buy awards to encourage Contract Managers show proof that they have made outreach efforts to small, minority-, woman-, or veteran-owned business (following the same questions asked by DES for Sole Source contracts).

3. **Competitive Procurements:** We will continue to write procurements in Plain Talk to assist all bidders, but especially those that do not have large procurement teams dedicated to reading and responding to large, complex procurements, and continue to review standard procurement and contract language and reevaluate any requirements that may present a barrier to small and/or diverse firms.

In late Fiscal Year 2024, we altered our competitive procurement process to require contract managers host pre-bid conferences and incorporate preference points into competitive procurements.

4. **Outreach:** Our agency does a significant amount of business with independent consultants who are often minority- and/or woman-owned, but are not formally registered as such. At multiple stages during the procurement process, the agency provides informational links to websites where such vendors can learn more about the benefits of becoming a certified minority-, women-, or veteran-owned businesses.

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

<yes or no>

OSPI Response:

Yes. We've received positive feedback and acknowledgement from OMWBE on OSPI's efforts to use the Outreach module.

We're still learning this system, and how to use it to best target vendors, but we have seen a noticeable uptick in the number of inquiries to our procurements.

We often receive inquiries back from vendors asking to be removed from notifications, telling us they are not interested, or stating that they do not want to work in Washington, so we've been directing them back to their accounts within the system.

| Status | ▼ Date Created | Title | Contact | # Contacts | Total Views | Unique Views | View Rate |
|-------------------------------|----------------|--|------------|------------|-------------|--------------|-----------|
| All ▼ | Last 3 mos ▼ | All ▼ | All ▼ | | | | |
| Pending Reminder (10/18/2024) | 10/9/2024 | BFP 2025-06: Fentanyl Education | Kyla Moore | 1,367 | 1,068 | 557 | 40.7% |
| Pending Reminder (10/17/2024) | 10/7/2024 | BFP 2025-13: School Apportionment Systems Replacement | Kyla Moore | 2,501 | 933 | 549 | 22.0% |
| Pending Reminder (10/21/2024) | 9/27/2024 | BFP 2025-09: Inclusionary Practices Technical Assistance Network | Kyla Moore | 2,342 | 3,155 | 1,034 | 44.2% |
| Pending Reminder (10/28/2024) | 9/26/2024 | BFP 2025-08: Inclusive Instructional Material Development | Kyla Moore | 1,737 | 2,835 | 832 | 47.9% |
| Pending Reminder (10/22/2024) | 9/24/2024 | BFP 2025-04: Civil Rights Investigator | Kyla Moore | 451 | 681 | 198 | 43.9% |
| Complete | 9/24/2024 | BFP 2025-05: Special Education Complaint Investigator | Kyla Moore | 595 | 949 | 306 | 51.4% |
| Complete | 9/18/2024 | BFP 2025-11: Statewide Civil Rights Compliance Review | Kyla Moore | 427 | 480 | 186 | 43.6% |
| Complete | 8/13/2024 | BFP 2025-03: School Construction Assistance Program Revision (SCAPR) | Kyla Moore | 1,467 | 3,511 | 781 | 53.2% |
| Complete | 8/2/2024 | BFP 2025-02: Improving Access to Education through Attendance Improvement Networks | Kyla Moore | 541 | 1,097 | 302 | 55.8% |
| Complete | 7/26/2024 | BFP 2024-20: Seasonal Farmworker Study | Kyla Moore | 1,371 | 3,053 | 702 | 51.2% |
| Complete | 7/18/2024 | BFP 2024-24: School Bus Quotations | Kyla Moore | 23 | 24 | 7 | 30.4% |
| Complete | 7/16/2024 | BFP 2024-25: School Apportionment Financial Systems Replacement | Kyla Moore | 2,500 | 1,607 | 617 | 24.7% |

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

OSPI Response:

Yes. We've received positive feedback and acknowledgement from OMWBE on OSPI's efforts to use the Contract Compliance module.

We altered our internal contract tracking process to document subcontractor usage more clearly, and now are using that information to enter all contracts with known subcontractors into the system. However, we're still learning the system and developing process for the audit function. There has been a lot of troubleshooting with vendors as they work through entering subcontractors and their audit requirements. It's sometimes difficult to know who is supposed to provide help to a vendor (whether OSPI, OMWBE, or B2G), and it's often difficult to know if a vendor is experiencing issues because they aren't familiar with the system, or if it's because something is truly wrong in/with the system. We're hopeful that these types of things will work themselves out as we learn and become more familiar with the system.

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

<list outreach examples>

OSPI Response:

Our agency utilizes WEBS and OMWBE's Access Equity system to post all competitive procurements; both systems have the ability to produce data about the number of businesses who were notified, who downloaded, and responded to the procurements.

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?

<list progress>

OSPI Response:

While the data shows that our diverse spend decreased from 3.15% (FY23) to 2.07% (FY24), we have still made some progress in our process and learning on this effort.

By utilizing the Outreach Module in Access Equity, we have noticed an uptick in the number of inquiries to our procurements.

With incorporation of DES' new Sole Source questions regarding market research and unbundling, we have changed the process our Contract Managers use to select their vendors, resulting in more education out the availability of the vendor market.

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

OSPI Response:

Yes, it appears our diverse spend decreased from 3.15% (FY23) to 2.07% (FY24). However, without knowing how OMWBE collects this data, or exactly what data is included in this report, it is difficult to speculate on the exact reason(s) the number decreased. Over the past year, we have increased our efforts to reach small, minority-, woman-, and veteran-owned businesses, so it is unclear how the number has not increased or remained consistent with our previous practices.

One of the barriers we have and continue to face is getting vendors to formally register so that their spend counts toward our overall data. Our agency does a significant amount of business with independent consultants who are often minority- and/or woman-owned, but are not formally registered as such. At multiple stages during the procurement process, we provide informational links to websites where vendors can learn more about the benefits of becoming a certified minority-, women-, or veteran-owned businesses. We also do a fair amount of business with community-based organizations and non-profit organizations, who may also be minority- and/or woman-owned, but are unable to register as such since their non-profit status makes them ineligible for certification.

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

<list efforts>

OSPI Response:

We will increase commination efforts to our internal Contract Managers, and put a stronger emphasis on the requirement to conduct thorough market research to reach small, minority-,

woman-, and veteran-owned businesses.

We will be updating our internal process regarding Direct Buy awards to encourage Contract Managers show proof that they have made outreach efforts to small, minority-, woman-, or veteran-owned business (following the same questions asked by DES for Sole Source contracts).

OSPI's Contracts Administrator is a member of the DES Supplier Diversity Community of Practice, and attends meetings as frequently as possible. She will continue to attend, learn, and incorporate suggestions and lessons learned from other agencies in OSPI's process as applicable.