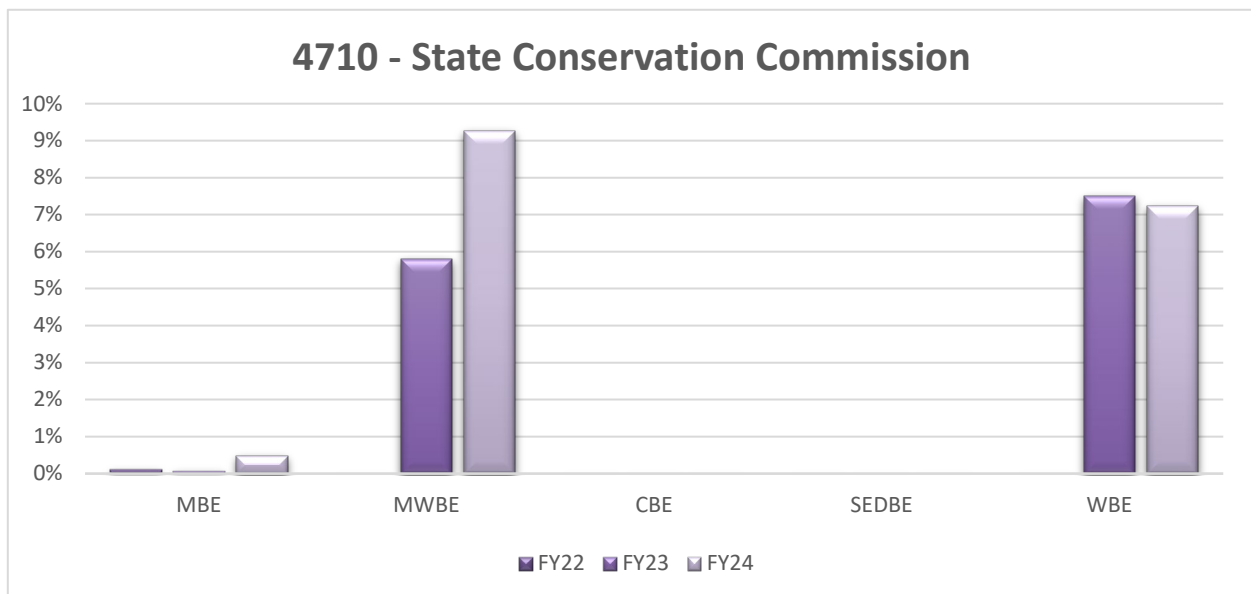


## FY25 Business Diversity Spending Goal Plan – Agency name

[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 – 13.31%**

**FY24 Spending Goal – 8.46%**

**FY24 Actual Spend – 16.49%**

## FY25 Spending Goal: 10.00%

### Summary Statement:

The State Conservation Commission intends to maximize opportunities for OMWBE businesses and certified businesses this fiscal year in several ways. For any purchase through a statewide contract, SCC will aim to make initial contact with vendors that are listed as OMWBE certified under that statewide contract. For Direct Buy purchases, SCC staff will aim to utilize the OMWBE certified directory to identify vendors that may have the background and capacity to complete the scope of the direct buy. For larger competitive procurements, SCC will complete outreach and post solicitation notices through the OMWBE website.

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

SCC posted our 2024-2025 FY forecasted contracts list to the SCC website in September 2024. Contracts staff had reached out to SCC Program staff in late summer asking for information on contracting needs over the upcoming FY. The posted forecasting list includes 9 contracts that are proposed to be either Direct Buy, competitive, or sole source.

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

The Contracts Manager reaches out to OMWBE for competitive solicitations, posts the solicitation notice, and shares any notices with DES for circulation through the Business Diversity and Marketing staff.

The Contracts Manager asks SCC staff who are procuring through statewide contracts to prioritize vendors identified as OMWBE certified or veteran and contact them to determine if one of those vendors meets SCC needs.

For solicitations, the Contracts Manager follows the DES policy 090-06 as guidance for supplier diversity efforts. Also, SCC has used the DES small agency team for some solicitations and followed DES's lead on outreach and supplier diversity for those procurements.

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

No. Our agency has limited competitive solicitations, which are often run through the DES Small agency team. When SCC issued competitive solicitations this year we sent solicitation notices to OMWBE for circulation, as well as to DES Business Diversity and Marketing staff for circulation.

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

Yes, SCC only had one vendor in the last FY with a subcontractor.

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

SCC does not have many bid opportunities. We primary use email documentation of outreach efforts, and emails to OMWBE.

We have also used RFIs to gather information on potential contracts and have used RFI responses for outreach.

We keep copies of notifications in individual digital and physical files.

**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?**

As a small agency, we follow DES small agency policies and procedures. We use DES Policy 090-06

as out agency guide for supplier diversity. Many of SCC's contracts go to small businesses, as we are a small agency whose needs can be met by small Washington vendors who are familiar with Washington conservation policies and practices.

In following the DES policy, SCC has completed:

- Forecasting
- We have connected to small businesses with whom we did direct buy contracts to register with OMWBE to become certified
- We have posted competitive solicitations to the OMWBE notice list
- Our procurements included language and awards to comply with the \$150,000 to the highest ranked small or veteran business
- We completed bid conferences for all solicitations
- We allow insurance negotiations for contracts, especially with small businesses.
- Our solicitations included points for small and veteran businesses

Approximately 15 of our 23 non-agency (non IAA) contracts were issued to small, or women, or veteran owned businesses in the last FY.

**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?**

Contracts staff will complete the Access Equity Outreach training and start using the Outreach module.

Contracts staff will reach out to more SCC staff about using small and veteran businesses under Statewide contracts.

Contracts staff will check OMWBE certified vendors list first for direct buy contracts.