

Goal for FY24: 10%

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Business Diversity Spending Goal Plan FY24 - [Governor's Supplier Diversity Subcabinet approved best practices](#)

Summary Statement: *The Puget Sound Partnership (PSP/Partnership) is a small agency with approximately 60 staff members. PSP is the backbone organization for Puget Sound recovery, and works with hundreds of state, local, and tribal partners to chart a course for recovery, track shared measures of recovery, and support the work that protects and recovers Puget Sound.*

Along with recovery partners, the Partnership addresses six recovery goals:

1. Healthy human population
2. Vibrant quality of life
3. Thriving species and food web
4. Protect and restored habitat
5. Abundant water quantity
6. Healthy water quality

The Partnership builds a shared vision for recovery through the Action Agenda, which identifies the top priority actions or programs to stay on course to recovery.

As a small agency, PSP has very limited staff working on purchases and contract services. However, as part of the effort to increase participation of certified small, minority, women and veteran owned businesses, the Partnership has maximized efforts from last year's goals and worked toward implementing more efficiency as the policy evolves. Here is what we have done thus far and plan to do in the future:

- a. *Explored an avenue of outreach by working with our partner agencies that specialize in the Puget Sound and ecosystem recovery efforts [e.g. Department of Fish and Wildlife (DFW), Department of Ecology (Ecology), Recreation and Conservation Office (RCO), and Department of Natural Resources (DNR)]. We gathered and developed a contractor/vendor list for PSP that we shared among our agencies for sheltered businesses so each agency could collaborate on efforts and utilize the resource to expand contracting services offered by contractors/vendors specializing in our common type of work.*
 - i. *This specific outreach work with these partners is a continued effort. The goal is to have a resource list for all of our agencies to refer to for future contracting services.*
- b. *Adjusted some internal controls by assigning and awarding additional scoring points to "prime" bidders who are certified small/veteran owned businesses and/or whose proposal included contracting with subcontractors who are certified small/veteran owned businesses; The proposed "subcontract" amount must be at least 10% of the total contract amount. We continue to practice this effort.*
 - i. *As of July 1, 2023, PSP implemented a new contract naming convention that allows our PSP Fiscal Department to understand that contracts named under this convention are small/veteran, OMWBE-certified firms and take priority for payment under 30 days after receipt.*
- c. *Continue to utilize the Master Contracts actively with more awareness to make purchases and services with contractors/vendors that are certified small, minority, women and veteran owned businesses, and/or diverse firms.*

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

1. *Partnership staff worked collaboratively to create a "Work Plan Budget" workbook for the upcoming FY23-25 Biennium. This information was used to input draft spending plans into the provided OMWBE Forecasting Template.*
2. *The Accounting and Budget Program Manager, Lead Budget Analyst, and Contracts Coordinator began implementation of a newly created process to meet with every division in the agency to determine and forecast contracting plans and/or needs for the upcoming biennium. These meetings will occur with each division as needed (e.g. quarterly, monthly, bi-weekly, etc). This process will ensure our forecasting template is accurate and up-to-date.*

Upcoming:

1. *The Accounting and Budget Program Manager, Lead Budget Analyst, and Contracts Coordinator will continue to meet with divisions as requested, and will adapt the process as necessary to accommodate evolving demands and requirements.*
2. *Update and maintain the forecasting report as needed and as changes occur.*
3. *Completing the Supplier Diversity forecasting template with information extracted from the PSP budget work plan spreadsheet, we will post the Supplier Diversity Forecasting template onto our PSP Website at www.psp.wa.gov by October 1st of each year. Updating of the forecasting template will occur as contracts are initiated through these funding opportunities and new funding opportunities becomes available throughout the year.*

How are supplier diversity efforts managed within your agency:

- *Our Supplier Diversity contact (Shannon Sanders) attends all Supplier Diversity related trainings to ensure understanding of policy requirements, then collaborates with all PSP staff to implement every area of the new policy and required reporting.*
- *Our Supplier Diversity contact ensures PSP is on track with supplier diversity efforts by checking in with OMWBE contacts on a regular basis (e.g. quarterly).*
- *We use an internal tracking mechanism, the "All Contracts Log" spreadsheet, to track who we contract with, which includes columns to specify whether contractors are certified OMWBE, small, or veteran-owned businesses.*
- *We are implementing forecasting as described above.*
- *We unbundle when it's applicable or appropriate, in order to assign separate contracts to sheltered businesses.*
- *We are working toward removing barriers by reassigning different contract numbers for sheltered businesses so they can be paid as a priority within 30 days.*

Progress to Implement EO 22-01:

Outreach to OMWBE Certified Businesses:

