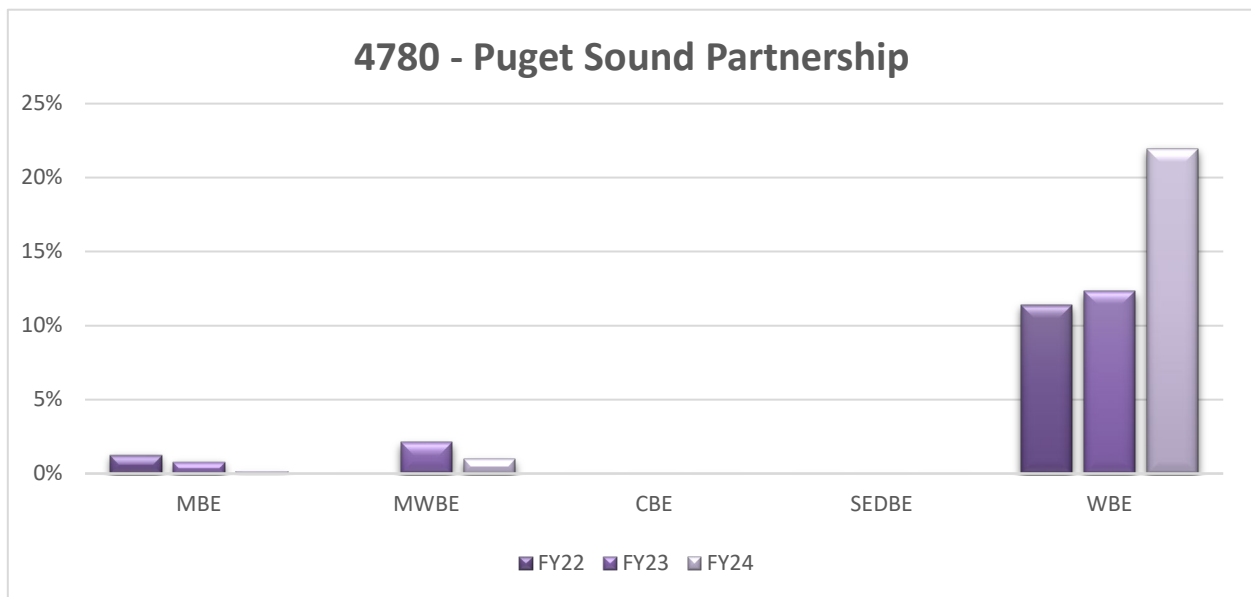


FY25 Business Diversity Spending Goal Plan – Agency name
[Governor's Supplier Diversity Subcabinet approved best practices](#)
(Agency graph showing spend comparison from FY23 and FY24)



FY 2023 – No spending goal established
FY 2023 – 15.18%

FY24 Spending Goal – 10.00%
FY24 Actual Spend – 22.86%

FY25 Spending Goal: 10.00%

Summary Statement:

The Puget Sound Partnership (PSP/Partnership) is a small agency with approximately 70 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.

PSP is a small agency and has limited staff working on purchases and contract services. As part of the effort to increase participation of certified small, minority, women and veteran owned businesses, the Partnership has maximized efforts from the past years' 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. 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. We will continue to implement this effort.
- b. Continue to utilize the Statewide 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.
- c. Explored outreach through email distribution lists and the Access Equity Outreach module to notify small, veteran-owned, and OMWBE certified businesses of contract and purchase opportunities. We will continue to use these avenues for maximum outreach, while looking for other ways to improve processes and procedures.

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. We will update the forecasting plan when we finalize the FY25-27 Biennium.
2. The Accounting and Budget Program Manager, Lead Budget Analyst, and Grants, Contracts, and Compliance Manager continued 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 occur with each division as needed (e.g. quarterly, monthly, bi-weekly, etc.). This process has ensured and will continue to ensure our forecasting template is accurate and up to date.

Upcoming/Ongoing:

1. The Accounting and Budget Program Manager, Lead Budget Analyst, and Grants,

Contracts, and Compliance Manager 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 contacts (Shannon Sanders) continues to attend Supplier Diversity related training courses 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 continue to remove barriers by reassigning different contract numbers for sheltered businesses so they can be paid as a priority within 30 days.
- We are looking into communicating with businesses we work with that do not currently have OMWBE certification to see if they would be interested in applying. Most recently, we are looking at businesses that work in overburdened communities and with vulnerable populations and how they might compare to the requirements for disadvantaged business enterprises (DBE) to increase our spend under that category.

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

Yes, we use the outreach module in Access Equity to notify OMWBE, small, and veteran-owned businesses about upcoming contracting opportunities with Puget Sound Partnership.

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 every applicable contract with subcontractors into Access Equity and encourage our vendors to be active in Access Equity, as well.

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

- We post bids on WEBS, OMWBE's website and the PSP website. We also use the outreach module in Access Equity.
- We post the forecasting tool we created on our website.
- We recently explored the option of pre-notifying email listings of upcoming RFIs to help not only notify them, but also give them time to review previous years documents and start thinking about how they might formulate future bids.

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 have implemented our plan for EO 22-01 and believe the steps taken are a large contributor to our 150% growth in spending with OMWBE certified businesses in the last year. We will continue to implement the same plan, while continually looking for areas of growth and opportunity. A large part of our plan focused on competitive bid language and evaluation scores, so we hope to focus on outreach with this next year and making businesses aware of the certification process through OMWBE that would benefit them not just in working with us, but any other Washington state agency.

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

Our spend increased by 150%. We do not feel there were specific barriers we encountered to our ability to garner this growth, but we do see areas of opportunity where we can help it grow more. This would include the outreach to current vendors and notifying them of OMWBE certification process mentioned above.

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

- We will continually look for opportunities to improve the language and evaluation criteria of our competitive solicitations to further our agency's ability to contract with OMWBE certified organizations.
- We will communicate with businesses we feel should look into certifying with OMWBE that have not previously. We will also look at how we might be able to do this more effectively and on a larger scale.