



## Supplier Diversity Inclusion Plan • Fiscal Year 2019

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**Agency:** Office of Financial Management/Governor's Office

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### FY18 – FY19 Office of Financial Management/Governor's Office Supplier Diversity Inclusion Plan

Agency's plan to increase participation of certified small minority, women, and veteran owned firms:

The Washington State Office of Financial Management (OFM), Legal and Legislative Affairs Division, handles all contracts and procurements for both OFM and the Governor's Office (GOV). Therefore, this Supplier Diversity Inclusion Plan covers both OFM and GOV.

OFM/GOV's plan to increase participation of small-, woman- and veteran-owned firms consists of the following activities:

1. OFM/GOV will continue to take additional steps to ensure that minority- and women-owned businesses, along with veteran-owned businesses, are notified of contract opportunities that are posted in WEBS. This will be done through a number of different avenues, including sending additional emails to businesses that are signed up in WEBS for the applicable category, contacting related businesses and other organizations that may post or pass on contracting opportunities, as appropriate, and other additional outreach as developed. In addition, OFM/GOV will continue sending contract opportunities to the Washington State Office of Minority & Women's Business Opportunities, Washington State Commission on Asian Pacific American Affairs, Washington State Commission on Hispanic Affairs, and Washington State Commission on African-American Affairs.
2. OFM/GOV will continue to include information regarding the OMWBE program in OFM/GOV procurement documents and notices.
3. OFM/GOV will continue to ask all contractors to indicate where asked to do so in the contract whether they are a Small, Mini, or Micro Business, per RCW 39.26.101, and whether they are certified (on either a state or federal level) as a small business owned and controlled by minority, women, or socially and economically disadvantaged persons.



4. If a contractor indicates that yes, they are a Small, Mini, or Micro Business per state law, OFM/GOV, in its transmission of the executed contract, will include in the cover email the following statement: "PLEASE NOTE: You indicated when signing the contract that your business is a Small, Mini, or Micro Business, per RCW 39.26.101. If you have not already been certified by the Washington State Office of Minority & Women's Business Opportunities, OFM encourages you to apply for certification. If you have any questions re: the benefits of certification, please visit [www.omwbe.wa.gov](http://www.omwbe.wa.gov)."
5. If the opportunity arises, OFM/GOV will encourage bidders to subcontract with a minority-, woman-, or veteran-owned business as part of an OFM/GOV contract. In competitive procurements and where appropriate, OFM/GOV will include language requesting bidders submit a subcontractor inclusion plan.
6. OFM/GOV will look for opportunities where a contract may be broken down into more than one contract, in order to provide an opportunity for a small-, minority-, woman-, and veteran- owned business to participate and obtain a part of the total project/contract.
7. OFM/GOV new contracts training for our staff includes a module on the OMWBE program, where we will present state and agency goals related to opportunities and inclusion of minority- and women-owned businesses in state purchasing and contracting activities.
8. OFM will continue to work with the Governor's policy staff and Results Washington on policy development and deployment, and other activities that promote and encourage participation in OFM contract and purchasing opportunities.
9. OFM/GOV will continue to seek opportunities to partner with or attend OMWBE or DES events related to promoting inclusion.
10. When posting procurements to WEBS and to [www.ofm.wa.gov](http://www.ofm.wa.gov), OFM/GOV will review OMWBE's Directory of Certified Firms and the Department of Veterans Affairs' website to identify certified firms in our areas of need and will endeavor to send notices to appropriate bidders.
11. OFM/GOV staff who make purchases through master contracts or purchase cards will be required to take OMWBE/DES Supplier Diversity Training.
12. OFM/GOV will review its standard contract and procurement language for requirements that might be barriers for small businesses.