

Supplier Diversity Inclusion Plan – Fiscal Year 2018

Agency: 0850 Office of the Secretary of State

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

1. For procurements under the direct buy limit (\$10,000 if not with OMWBE-certified firm, \$13,000 if with an OMWBE-certified firm), review the OMWBE's Directory of Certified Firms and the Department of Veteran Affairs' website to identify certified firms for items we purchase.
2. Use Washington Electronic Business Solution (WEBS) for all our requests for quotes and requests for proposals over the direct buy limits, which will notify certified firms.
3. Purchasing and Contracts staff will work with DES to identify minority-, women- and/or veteran-owned businesses, particularly for our public works projects.
4. Work with DES to identify general contractors who use certified sub-contractors for public works.
5. Communicate through training to office staff our additional \$3000 purchase authority when buying from minority-, women- and/or veteran-owned businesses.
6. Look for master contracts with minority-, women- and/or veteran-owned businesses using the DES website.
7. Encourage minority-, women- and/or veteran-owned vendors we use to become certified.
8. Create a list of contacts to assist with diversity outreach efforts.
9. On the OSOS procurement website, direct non-certified firms to OWMBE to encourage them to become certified.