



Supplier Diversity Inclusion Plan • Fiscal Year 2019

Agency: Office of the Secretary of State

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FY18 – FY19 Office of the Secretary of State Supplier Diversity Inclusion Plan

Agency's plan to increase participation of certified 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. Add Small Business Certification form to competitive bid requests.
3. 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.
4. Communicate through training to office staff our additional \$3000 purchase authority when buying from minority-, women- and/or veteran-owned businesses.
5. Look for master contracts with minority-, women- and/or veteran-owned businesses using the DES website.
6. Encourage minority-, women- and/or veteran-owned vendors we use to become certified.
7. On the OSOS procurement webpage, direct non-certified firms to OWMBE to encourage them to become certified.