



Supplier Diversity Inclusion Plan • Calendar Year 2020

Agency: Washington State Health Care Authority

Contact: Rachelle Amerine, Contracts Administrator 360-725-1698 Rachelle.amerine@hca.wa.gov

Name	Telephone	Email
------	-----------	-------

2020 Washington State Health Care Authority Supplier Diversity Inclusion Plan

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

Contracts – HCA is in the midst of updating current contract templates and developing new templates for commonly used contract types. During the course of this process, HCA is making every effort to plain talk legalese and reduce the length and complexity of contracts to the extent practicable. In addition, contract and procurement staff are being trained on use of unbundling to support diverse businesses versus unbundling to avoid competition. Lastly, contracts and procurement staff are being trained on specific contract clauses that can be appropriately negotiated in order to reduce unnecessary financial burdens on small and diverse vendors, such as insurance requirements.

Competitive Solicitations - HCA's Office of Contracts and Procurements (OCP) has developed a Diverse Business Inclusion Plan that is included in all solicitations. As it currently stands, it only asks for diverse subcontractor participation percentages. Over the course of the next year, HCA will be expanding their Diverse Business Inclusion Plan to allow bidders to *define* their plan to increase utilization of small, diverse and veteran-owned businesses as subcontractors. This may include policies and procedures to promote small and diverse business goals and mentoring, training and capacity building programs.

Additionally HCA is reviewing current solicitation templates and making every effort to reduce the number of submittals required to be found responsive.

Planning/Forecasting – As part of a process improvement project, HCA has committed to developing a robust forecasting model. This will enable programs to effectively collaborate with OCP to plan for procurements and to provide ample time to the vendor community to thoroughly review solicitations, ask questions and to prepare a quality bid submittal. This will also provide OCP and the



programs more time to communicate the opportunity to small, diverse and veteran-owned businesses.

Client Services – Client Services has not historically been considered in state business diversity reporting. HCA recognizes the untapped potential for promotion of diverse participation in this category and will be exploring this area further over this next fiscal year.

Subcontractor Data Capture – HCA will encourage prime contractors to disclose any diverse small business subcontractor spend. Where this information has not already been disclosed, HCA will analyze current contracts to identify M/WBE and Veteran subcontractor spend, when possible.

Outreach Events – HCA will attend a variety of outreach events during the next year. These events may be identified through the OMWBE and DES event calendars, local business organizations, trade shows, and diversity fairs offered throughout the state of Washington. Examples of events from prior years are Alliance NW Trade Show, University of Washington Procurement Service meetings, Women's Business Conference and the IPMA Veterans Discussion.

Partnerships – HCA will collaborate with other state agencies to share information and develop innovative methods of advertising and encouraging small businesses to bid for HCA contracts. This includes, but is not limited to, attending meetings where contracts and diversity are agenda items (i.e., Washington Association of Contracts Specialists) and continual contact with OMWBE, DES, and DVA.

Purchasing and Procurement – HCA's Purchasing System is an in-house developed system to issue and track small purchases. HCA will continue to analyze its current purchasing system for opportunities to assist with capturing and reporting M/WBE and Veteran vendor spend. HCA's Purchasing Manager is working with the Performance Measurement Manager on a newly structured data tracker through Power BI. Once implemented, this program will extract data from multiple systems simultaneously in real-time with minimal effort, thus increasing our spend visibility for small purchases.