



Supplier Diversity Inclusion Plan • Calendar Year 2020

Agency: Department of Revenue

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2020 DOR Supplier Diversity Inclusion Plan

The Department of Revenues' (DOR) plan is to increase participation of certified small minority, women, and veteran owned firms as follows:

Agency representatives will attend:

- Department of Enterprise Services DES IT Training, Open House and Regional Contracting Forums as scheduled
- Events promoted by OMWBE when notified
- Diversity training as available and budgets permit

Contracting and procurement planned actions:

- Research, identify and consider diverse vendors, when applicable, for items being procured via direct buy and competitive solicitations
- Continue to revise solicitation and contract templates to include specific language regarding use of diverse subcontractors by the contractor
- Continue to consider diverse vendors on commonly used master contracts
- Continue including language in solicitation documents encouraging OMWBE vendors to submit solicitations
- Continue to utilize OMWBE firms when purchasing promotional and recognition items when possible
- Continue to utilize the Grainger online portal to find their subcontractors who may be OMWBE certified

Outreach and communication:

- Send information to OMWBE on vendors we think may qualify, but are not currently certified with OMWBE, encouraging OMWBE to reach out to the vendor regarding certification
- Share diversity inclusion goals, policies, and internal procedures with our internal purchasing and contracting customers



- Continue with the practice of our purchasing and contracting representatives providing information and training to agency Administrative Assistants regarding consideration of OMWBE certified firms when purchasing as required in DOR's administrative policy 4.1.4 *Purchasing Supplies, Services, Equipment or Furniture.*