# Supplier Diversity Inclusion Plan • Fiscal Year 2019

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

**Agency representatives will attend:**  
- Department of Enterprise Services DES IT Training, Open House and Regional Contracting Forums as scheduled  
- Events promoted by OMWBE (for example “Selling to Government – Laying the Groundwork”)– currently listed on OMWBE’s calendar of events.  
- Diversity training as available and budget’s permit.

**Contracting and procurement planned actions:**  
- Research, identify and consider diverse vendors when applicable for items being procured via direct buy and competitive solicitations.  
- Revise solicitation and contract templates to include specific language regarding use of diverse subcontractors by the prime subcontractor.  
- Include diverse subcontractor inclusion plans when appropriate based on the goods and services under contract.  
- Identify and consider diverse vendors on commonly used master contracts.  
- Continue including language in solicitation documents encouraging OMWBE vendors to submit solicitations.  
- Utilize OMWBE firms when purchasing promotional and recognition items when possible.  
- Utilize the Grainger online portal to find their subcontractors who may be OMWBE certified.

**Outreach and communication:**  
- Send certification information to firms we think may qualify but are not currently certified encouraging them to become certified.  
- Share diversity inclusion goals, policies, and internal procedures with our internal purchasing and contracting customers.
Purchasing and contracting representatives will provide information and training to agency Administrative Assistants regarding consideration of OMWBE certified firms when purchasing as required in administrative policy 4.1.4 Purchasing Supplies, Services, Equipment or Furniture.