



## Supplier Diversity Inclusion Plan • Fiscal Year 2019

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**Agency:** Department of Revenue

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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*.