



Supplier Diversity Inclusion Plan • Calendar Year 2020

Agency: Washington State Office of Minority & Women's Business Enterprises (OMWBE)

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2020 OMWBE Supplier Diversity Inclusion Plan

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

The Office of Minority & Women's Business Enterprises is committed to promoting, increasing and improving the overall participation of small minority, women and veteran-owned businesses. We will continue to lead the effort in recognizing the importance of supplier diversity as well as make every endeavor to ensure we provide equal access to contracting opportunities for all suppliers through process improvements, outreach and partnership.

We have implemented the following strategies for increasing participation of small minority, women and veteran-owned businesses:

1. We established a proactive process for identifying contract/procurement needs and link those needs to opportunities for minority, women and veteran-owned businesses. We do this by:
 - a. Forecasting and planning through review of historical data to identify general categories of spend and types of procurement;
 - b. Identifying current certified firms that provide services/products in our categories of spend by utilizing the OMWBE directory, DES search tool and WEBS to conduct broad searches;
 - c. Identifying and considering certified firms when using a Master Contract through DES and before any purchase; and
 - d. If we post solicitations to bid, we advertise with certified firms and other organizations that interact with small businesses, invite businesses to attend a pre-bid conference, set project goals permitted by the state law and follow up with certified firms to identify any barriers.

2. We encourage certification by:
 - a. Streamlining the certification process;



- b. Outreaching to firms that currently have contracts with the state and have self-identified as small and diverse;
 - c. Identifying and outreach to firms that may be eligible for certification through our partner networks;
 - d. Identifying and contacting firms that have started the application process but have not yet completed the process; and
 - e. Have a dedicated Certification and Linked Deposit Coordinator.
3. We continue to build and strengthen partnerships with diverse communities, businesses and civic/community organizations by:
 - a. Changing the way we recruit and hiring an exceptional pool of employees who participate in equity trainings and events;
 - b. Having an outreach plan for managing external relationships and creating new opportunities for outreach;
 - c. Allocating appropriate resources to accommodate communications and engagement;
 - d. Tracking encounters and following up with those seeking information regarding certification or work with the state;
 - e. Attending events and meetings that include certified firms and potentially eligible firms; and
 - f. Implementing language access standards to increase inclusivity.
4. We support state agencies and higher education institutions by:
 - a. Providing support in technical and strategic planning;
 - b. Reviewing Supplier Diversity Reports and agency inclusion plans more frequently to assist in meeting diverse spend goals;
 - c. Improving access to diverse suppliers (i.e. new website, directory, search tools, accessibility);
 - d. Creating model policies, tools and resources through our Business Diversity Subcabinet Community of Practice Action teams;
 - e. Presenting on the Disparity Study findings and recommendations; and
 - f. Having a dedicated Supplier Diversity Program Specialist to assist agencies and educational institutions with methodologies in increasing diverse spend.
5. We monitor and review agency spend data consistently throughout the year to measure progress towards meeting goals and adjust strategies where necessary.



Additionally, we are currently developing updated agency aspirational goals. From FY 2018 to FY 2019, we increased our supplier diversity numbers by 23.96% in spend to OMWBE certified firms and 17.22% to veteran owned firms. We strive to increase these numbers in the next year fiscal year.