



Supplier Diversity Inclusion Plan • Fiscal Year 2019

Agency: Washington State Liquor and Cannabis Board

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FY18 – FY19 WSLCB's Supplier Diversity Inclusion Plan

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

- WSLCB continues to ensure that all relevant agency staff have procurement and contracts training and are aware of agency diversity goals.
- WSLCB has increased our diversity participation goals to mirror that of Results Washington. However, Results Washington looks at only at the percentage of overall spend. WSLCB looks not only at percentage of overall spend, but has also began tracking the number of competitive solicitations issued, the number of small and diverse businesses notified for each procurement and the number of small and diverse businesses who actually submitted a proposal for each procurement to gain a better understanding of actual opportunities versus awards.
- When making direct buy purchases, the Contracts and Procurement Unit presents small, diverse and veteran-owned businesses to the purchaser to encourage contracting opportunities with these businesses.
- When purchasing goods or services for \$13,000 or less off two-tier state master contracts, WSLCB focuses our efforts on contracting with the MWVBE firms that are on master contract if the firms can fulfill the work requirements.
- When issuing competitive solicitations, we will continue to conduct extensive outreach efforts to small minority, women, and veteran-owned businesses and encourage them to register in WEBS and submit proposals.
- WSLCB continues to include information regarding the OMWBE program in WSLCB procurements and notices.



- WSLCB encourages bidders to subcontract with small minority, women or veteran-owned businesses by requiring a Diversity Inclusion Plan as a submittal on all competitive procurements. This document is not scored and they may submit 0% as their plan, but it is a required submittal.
- WSLCB continues to look for opportunities to unbundle current contracts in order to provide opportunities for small, minority, women or veteran-owned businesses to participate.
- The WSLCB Contracts and Procurement Unit has formed a Diversity Outreach Program. A staff member within the unit spends time every month looking for vendor outreach events to attend. When discovered, the Contracts and Procurement Manager makes every effort to attend these functions.
- The Contracts and Procurement Unit meets with all contract managers every month to review contracts expiring within the next 120 days. The Contracts and Procurement Unit brings to each meeting a list of potential diverse vendors who offer the same services or goods in an effort to encourage diverse participation.
- WSLCB is currently exploring ways to ensure that language barriers do not present an obstacle during the vendor interview process.