



## Supplier Diversity Inclusion Plan • Calendar Year 2020

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**Agency:** Washington State Patrol

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### 2020 Washington State Patrol Supplier Diversity Inclusion Plan

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

For state FY 2020, the WSP will take the following actions to increase spend with certified veteran-, minority- and women-owned businesses:

#### **Proactively Identify Contracting/Procurement Needs:**

1. Progress toward meeting OMWBE goals will be included in staff meeting discussion topics in agency sections that conduct procurements (Supply Section and Contracting Section).
2. Provide maximum practicable opportunities for OMWBE businesses to participate in all WSP procurements. This includes mandatory posting of all procurements to WEBS and allowing sufficient time in the procurement process for outreach activity.
3. Meeting with agency program/business managers on a regular basis to identify our agency's schedule for planned procurements for the year or biennium.
4. Review historical data (kept in agency's contracts and/or purchasing databases e.g., ECMS and Webworks) to identify general categories of goods and services our agency regularly purchases.

#### **Assess Procurement Approach to Identify Certified OMWBE or Veteran-owned Businesses:**

1. Actively search out and solicit OMWBE and veteran-certified businesses when conducting procurements and provide a copy of the procurement document to OMWBE outreach manager.
2. Encourage direct buys to certified OMWBE or veteran-owned businesses for purchases of \$13,000 (or the maximum allowable dollar threshold pursuant to the current DES Direct Buy Policy) or less by all WSP purchasing activities.
3. Encourage vendors to subcontract with certified OMWBE or veteran-owned businesses, if applicable.

#### **Conduct Outreach and Targeted Recruitment:**

1. Supply and Contracting Section staffs will attend DES-sponsored training conferences and trade shows as offered.



2. Supply and Contracting Sections will send representatives to attend OMWBE-sponsored local events.

**Monitor and Assess OMWBE Business Participation:**

1. Reporting and training on OMWBE goals and progress toward meeting them will be given at agency mid-level manager training and at agency's Strategic Advancement Forum (SAF).
2. Emphasis on OMWBE goals will be included in PDP Expectations and Evaluations for professional staff involved in purchasing and contracting.
3. Continue to require all agency personnel involved in purchasing to complete applicable DES procurement and contract training. Monitor through audits and verifications.
4. Continue to encourage and support agency personnel involved in purchasing to attend OMWBE training sessions and vendor or trade shows.