



## Supplier Diversity Inclusion Plan • Calendar Year 2020

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**Agency:** Department of Licensing (DOL)

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### 2020 Department of Licensing Supplier Diversity Inclusion Plan

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

1. Proactive identification of contracting and procurement needs:
  - a. Continue analyzing historical spend data to identify areas of spend which may lead to increased diverse participation
  - b. Continue having the Procurement Unit meet with program and business units while establishing future procurement activities
  - c. Utilize DOL DEI Service Analysis demographic reports, where applicable, to support business requirement definitions
2. Procurement Practices & Identification of Certified Firms:
  - a. Continue to utilize OMWBE Certified Directory and the DES Master Contracts Diverse Business Search Tool to identify diverse businesses for appropriate procurements or market research
  - b. Continue to lead with identifying small and diverse business solutions for ad hoc purchase/contracting by first identifying small and diverse vendors that meet agency business needs.
  - c. Include OMWBE and DVA certification language in all solicitations
  - d. Continue to review and unbundle the scope of purchases, where applicable, to provide opportunities for a broader, diversified supplier pool
3. Other Market Research and Outreach:
  - a. Continue to participate in Business Forums, summits, conferences, and hiring fairs to network with diverse businesses. These venues provide opportunities to share DOL's contracting and procurement opportunities



- b. Continue to identify certified diverse businesses to participate in market research activities
  - c. Encourage eligible suppliers to contact OMWBE for certification information
4. Monitoring:
- a. Continue monthly tracking and reporting of diverse business spend
  - b. Continue to have the Budget & Forecasting and the Procurement Units review and analyze historical spend data and identify opportunities for increased diverse business spend.