



## Supplier Diversity Inclusion Plan Fiscal Year 2019

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

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### FY18 – FY19 Department of Licensing (DOL) 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. Utilize historical spend data to identify categories or areas of spend which may provide opportunities to increase diverse participation
  - b. Procurement Unit will consult with programs and business units for future procurement needs
  
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
  - c. When a Request for Information (RFI) is created, identify diverse businesses to participate in the RFI process
  - d. Include language surrounding OMWBE and DVA certified businesses in all solicitations
  - e. Review and simplify language in upcoming solicitations and contracts
  - f. Review and possibly unbundle the scope of purchases to identify needs that best match the business needs of the agency and identify opportunities for supplier diversity



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

4. Monitoring:

- a. Continue to track diverse business spend on a monthly basis and report through Results DOL
- b. Quarterly review of the agency's diverse business spending plan and adjust strategies as needed
- c. Have the Budget & Forecasting Units work with the Procurements Unit to review and analyze historic spend data. Utilize the data to identify the general categories of spend and spending trends