Supplier Diversity Inclusion Plan • Fiscal Year 2019

Agency: Department of Health

Contact: Michael Maverick 360.236.3918 michael.maverick@doh.wa.gov

FY18 – FY19 Department of Health Supplier Diversity Inclusion Plan

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

The Department of Health (DOH) is committed to our Governor’s initiative to increase supplier diversity.

Previous Department of Health (DOH) annual plans were premised on outreach at vendor forums which has not lead to the success the agency was hoping for.

DOH will continue to attend selected conferences, tradeshows, and supplier diversity contracting forums.

In addition to the above, DOH is pleased to share that we’ve developed an Equity in Contracts Project Circle to plan out and address this important objective. It is an agency initiative which hopes to:

1. Increase small business, minority, female, and veteran participation on DOH contracts and procurements.
2. Address barriers that community organizations and businesses face to competing for DOH funding opportunities.
3. Assist DOH programs in reaching diverse businesses and organizations with contracting, grant, and competitive bid opportunities.

The project is a collaborative effort between our Center for Public Affairs and the Office of Financial Services. In addition, we have representation from DES’ Business Diversity Initiatives, the State Board of Health’s Governor's Interagency Council on Health Disparities Manager, and staff representing one of the programmatic business units.

Between January 31, 2018 and February 28, 2018, DOH reached out to diverse businesses, organizations, and community partners for their feedback.

Our community engagement goals were:
1) To learn about the experiences that diverse organizations and businesses have had working with DOH.
2) To align our priorities with the needs of diverse organizations and businesses.
3) To identify additional opportunities to promote equity in our contracting, grant, and competitive bid processes.
4) To get specific feedback to help plan the implementation of electronic signature.

DOH offered the opportunity to provide feedback by taking an online survey and/or participating in a semi-structures phone interview. The Project Team recruited participants to provide feedback through multiple ways. This included reaching out to:

1) All small, minority-, veteran-, and women-owned businesses that currently do business with DOH.
2) Key community partners and the racial/ethnic commissions.
3) All organizations and businesses that currently have a contract with the division of Prevention and Community Health.
4) All businesses certified with the Office of Minority and Women’s Business Enterprises (OMWBE) who provide services that DOH has procured for in the past but do not currently have an existing contractual relationship with DOH.
5) Other non-profit organizations, businesses and vendors that other DOH divisions currently work with.

Using these different networks, 299 total participants were invited to provide feedback and 45 people completed a survey or participated in a phone interview, which resulted in a 15% response rate.

Of those who participated in the community feedback period, 38% identified as a minority-owned business, 17% identified as a women-owned business, and 53% had never held a contract with DOH.

**Work plan moving forward**

We prioritized and finalized our work plan based on the community feedback we received. Our nine strategies are:

1. Make it easier for organizations who represent and serve diverse communities to compete for contract opportunities.
2. Announce upcoming sub-grant and contract opportunities further in advance and broaden methods of advertising.
3. Monitor and evaluate impact of equity in contracting efforts.
4. Develop and adapt tools and resources to increase DOH staff and community partner awareness of supplier diversity efforts.
5. Develop strategies to match the amount and level of requirements in solicitations and contracts to the scope of work.
6. Provide the option to electronically sign and return contracts to DOH.
7. Develop options for tracking the percent of grants and contracts awarded to diverse organizations who aren’t eligible for OWMBE or WDVA certification.
8. Pilot supplier diversity plans.
9. Encourage eligible businesses to be certified through the Office of Minority and Women Business Enterprises (OMWBE) and the Washington Department of Veteran Affairs (WDVA).

We are currently working on the first two strategies. Below is some more information about our specific activities and planned products.

**Strategy #1:** Make it easier for organizations who represent and serve diverse communities to compete for contract opportunities.

- Template RFP/RFA/RFQQs that are informed by best practices
- Standard cover sheet for solicitations
- Standard reference form for contract managers
- Equity checkpoints into checklists for contracts and procurements
- Training and resources for members of review panels

**Strategy #2:** Announce upcoming sub-grant and contract opportunities further in advance and broaden methods of advertising.

- Inventory of methods for sharing public notice of upcoming funding opportunities
- Sample pre-release communications
- DOH contracting opportunities webpage