



Supplier Diversity Inclusion Plan · Calendar Year 2020

Agency: **Department of Corrections**

Contact: Anita Kendall, Comptroller 360-725-8295 Anita.Kendall@DOC.WA.GOV

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2020 Department of Corrections Supplier Diversity Inclusion Plan

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

The Department of Corrections (DOC) is committed to providing opportunities for minority, women, veteran and small business to do business with the Department supporting equity and inclusive prosperity in a state in which all people share equal rights and opportunities to prosper. DOC is uniquely positioned to work with small business in the communities where we have a Justice Presence.

DOC's Executive Strategy Team is committed to Equity, Diversity, Inclusion, and Respect (EDIR) for employees, incarcerated individuals and our supplier community. We recognize the value of a program that encourages the procurement of goods and services from a cross-section of different groups of people, including minorities, women, veterans and small businesses. Diversity and Inclusion enriches the relationships with agency staff, the diversity of the products they provide and the business solutions offered. This past year, EST has been engaged in an effort to change the culture of the agency to embrace an EDIR mindset and model behavior. New agency values were developed and form the cornerstone of our EDIR Roadmap. Supplier Diversity is a component of our roadmap that includes a commitment to providing opportunities for dialog and sharing of information. Our commitment extends to begin raising an awareness of implicit bias and existing supplier bias in our purchasing professionals through training and discussions.

DOC staff also participate on the Governor's Subcabinet for Business Diversity in an effort to develop strategies to help achieve the Governor's Results Washington performance goals. During 2019, the subcabinet workgroup Community of Practice Action Team developed best practices as part of a Community of Practice. DOC has adopted many of these best practices in an effort to increase opportunity for participation of minority, woman, and veteran owned firms. In 2020 DOC will incorporate the model policy content into our policies and procedures.

DOC had some success in fiscal year 2019 in increasing annual spend over the previous year but overall has done business with fewer vendors with the exception of Veterans:

Diverse Business Type	FY 18 ¹	FY 19 ¹	Increase
Small Business	\$11,760,044	\$15,013,833	\$3,253,789
OMWBE	\$ 5,031,591	\$ 5,258,490	\$ 226,899
Veteran	\$ 3,094,533	\$ 3,212,200	\$ 117,667

The following strategies have been identified using the best practices development by the Community of Practice Action Team:

Proactively identify your contracting and procurement needs:

1. In the summer of 2019, a cross-divisional team (Supplier Diversity Improvement Team) was established to develop a comprehensive plan to implement Community of Practice Action team's best practices. This team has been engaged in analyzing our purchasing data in order to develop forecasting methods and identifying goods and services that can be targeted for further work in establishing DES state contracts or sending to OMWBE for sourcing diverse vendors. This work continues in 2020.

Review current procurement practices:

1. DOC's procurement activities are split between purchasing and warehouse functions and the Contracts and Legal Affairs Office. There are 24 decentralized purchasing staff and 12 Warehouse Supervisors purchasing goods and services and prison consumable inventory supplies. Use of DES Master Contract is embedded into our normal purchasing processes. Spending that does not fall under a DES Master Contract will again be a focus, including contracting activities accomplished in our Contracts and Legal Affairs Office, which are normally accomplished through a competitive process.
2. Unbundling will be considered in all contracting opportunities to determine if it provides value to the organization while also recognizing that increasing the number of vendors impacts the back office functions of contracting, purchasing and accounts payable.
3. Supplier diversity processes in capital construction projects managed by DES are not well understood by our Business Diversity Improvement Team and will be a focus in 2020. In partnership with DES, DOC will review the established processes and look for improvement opportunities.
4. DOC is seeking new ways for diverse suppliers to start a dialog with our purchasing professionals and is considering enhancements to our public facing website to make it easier for the vendor community to contact DOC. The goal is to provide a pathway for a vendor to introduce the products and services they sell in order to provide equitable access to opportunities and information.
5. DOC will incorporate the strategies outlined in the model policies and procedures into our policies and procedures.

Identify WEBS registered and OMWBE certified diverse firms for each category of spend:

1. DOC will continue to use the tools provided by OMWBE and DES to search for master contracts with diverse vendors and registered WEBS vendors certified by OMWBE. DOC recently created a position, with the intent, of having this position conduct targeted outreach to OWMBE vendors and other minority owned businesses in an effort to increase opportunities for these business to do business with DOC. This position will also conduct outreach to non-certified minority vendors, who may have an interest in becoming certified and increasing their business opportunities with the State of Washington.

Other Market Research and Outreach:

1. DOC will develop an agency outreach plan. This plan will be posted on the agency external website.
2. Using the information gathered in analyzing our annual spend, DOC will partner with OMWBE where an available vendor cannot be identified to search for a minority owned

business, who may be interested in becoming certified and doing business with the State of Washington.

3. DOC will contact OMWBE and DVA to identify other options for utilization of small businesses that are not certified.
4. Correctional Industries has continued their focus on increasing utilization of diverse suppliers for raw materials.
5. DOC will continue to participate in the annual Business Partnership Forum, hosted by DES, and partner with larger state agencies such as LNI and DOT to participate in any outreach efforts that they may conduct.
6. DOC will refer successful bidders that self-identify themselves in their bid response as minority, women or veterans to OMWBE or the DVA, as appropriate, for certification.
7. DOC employees have actively attended Minority business enterprises job fairs in Seattle, Tacoma and Olympia. Employees distribute pamphlets and discuss procurement needs to OWMBE vendors. These efforts will continue in 2020.
8. In 2019, DOC created a purchasing position to provide resources to focus on outreach. Half of this position's duties include supplier diversity and will focus on vendor research and product match.