

Supplier Diversity Inclusion Plan • Fiscal Year 2018

Agency: Department of Corrections

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

Department of Corrections Supplier Diversity Inclusion Plan 2018

The Department of Corrections (DOC) remains committed to providing opportunities for minority, women, veteran and small business to do business with the Department. DOC staff actively 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. As part of this effort, DOC staff actively participate in the technical team for Measuring What Matters serving as one of the team leaders for Team 2 Measurement Framework. DOC staff participating in these efforts are not dedicated resources for supplier diversity but make time in their schedule to participate in these efforts. DOC has no dedicated resources to support supplier diversity.

DOC’s procurement activities are split between purchasing and warehouse functions and the Contract 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 the focus of this year’s plan, including contracting activities accomplished in our Contracts Office, which are normally accomplished through a competitive process.

The Office of Minority and Women’s Business Enterprises (OMWBE) communicated a list of best practices for agencies to consider when developing this year’s inclusion plan. We have organized this year’s strategies according to those best practices as follows:

Proactive identification of contracting and procurement needs:

1. DOC currently has a web page for “Doing Business” which is somewhat hard to find if you are unfamiliar with our website. DOC will make that information easier to find and expand the information to include more upcoming procurement opportunities. Anticipated completion is spring 2018.
2. In early 2018, DOC will review and analyze discretionary spend in information technology goods and services to identify potential procurements to post to our external website and to conduct additional sourcing to include diverse vendors. The external website improvements are scheduled for spring 2018.

Review current procurement practices:

1. The Department currently provides notification of competitive procurement processes to community organizations in order to expand communication to Washington state OMWBE and small businesses. Solicitations are posted on the Washington Electronic Business Solution (WEBS) website, but we have found that not all Washington state businesses are registered in WEBS, and that additional targeted communication is sometimes necessary to obtain a diverse bidder pool.
2. In 2017, the Contracts Office completed an analysis of our contracting processes to identify barriers for OMWBE and small businesses to bid on Request for Proposals. In 2018, a review those barriers will be completed and changes considered to our processes to remove or lessen those barriers and improve communication.
3. Continue quarterly Procurement staff conference calls that will include a discussion of OMWBE performance results and topics intended to provide information, training, education, and tools to support the purchase process.
4. Ensure procurement and warehouse staff identify and consider any diverse vendors available on all DES contracts. In addition, this topic will be included in the quarterly conference call described above in order to share information and best practices.

Identify diverse options 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.

Conduct outreach:

1. In early 2018, Correctional Industries will fill a purchasing position that will focus on increasing utilization of diverse suppliers for raw materials.
2. 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.
3. Insert a step in our Request for Proposal process to target proactive communication to OMWBE certified firms and Washington small businesses of the opportunity to business with the Department.
4. Work with OMWBE to advertise DOC contracting opportunities on OMWBE's website.
5. 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.

Monitor:

1. Establish a quarterly performance monitoring process where Department and its stakeholders can review OMWBE spend results.
2. Establish performance reporting to Executive Leadership.

DOC remains focused on small businesses within the communities where we have prison facilities. It is imperative that we support local businesses which strengthens our relationships with Communities.