



Supplier Diversity Inclusion Plan • Fiscal Year 2019

Agency: Department of Corrections

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FY18 – FY19 Department of Corrections Supplier Diversity Inclusion Plan

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

Department of Corrections Supplier/Business Diversity Inclusion Plan 2019

The Department of Corrections (DOC) is committed to providing opportunities for a diverse supplier base to participate in the procurement process, encouraging the use of minority-owned, women owned, and veteran-owned, small business vendors as suppliers. Supporting equity and inclusive prosperity in a state in which all people share equal rights and opportunities to prosper, the Department is uniquely positioned to work with small business in the communities where we have a justice presence.

In 2018, DOC created its first Equity & Inclusion Administrator position to embed *Equity, Diversity, Inclusion & Respect* (EDIR) in the workplace and in its business practices in order to provide access and meaningful services to Washingtonians. In August 2018, Dr. Karen A. Johnson joined the Department as the Equity and Inclusion Administrator and immediately developed a comprehensive *Equity, Diversity, Inclusion & Respect* roadmap. Supplier (Business) Diversity is a component of the roadmap that the Department will begin to implement in 2019. The roadmap will bring about changes in the governance structure related to Supplier Diversity and formalize the Department's strategies for adding value by expanding contracting opportunities for minority-owned, women owned, veteran-owned, and small business vendors as suppliers.

DOC staff will continue to 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. During 2018, the subcabinet workgroup Community of Practice Action Team developed five best practices intended to be used by all state agencies as strategies to increase participation of minority, woman, and veteran owned firms.



The Department will use the five best practices developed by the Community of Practice Action Team as guidance for meeting its supplier/business diversity goals and objectives contained in the *Equity, Diversity, Inclusion & Respect* roadmap.

DOC plans to form and empower a cross-divisional team of subject matter experts with unique knowledge about their business unit's contracting and procurement needs (herein referred to as "the team") to oversee, monitor and report on the following best practices. The team is expected to be formed in spring 2019 and may be assigned one of the agencies Lean Project Managers to lend support.

Proactively identify your contracting and procurement needs:

1. The team will identify the Department's contracting and procurement needs by determining planned procurements, as well as reviewing past spend data (including financial records), for general categories of goods and services purchased, Master and Internal Contracts spend, and Direct Buy. Diverse spend for each category will also be reviewed.
2. 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.

Review current procurement practices:

1. DOC's procurement activities are split between purchasing and warehousing 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 a focus, including contracting activities accomplished in our Contracts 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. DOC will explore the practice of collecting sub-contracting information in non-capital competitive solicitations. This includes a prime vendor's use of independent contractors in providing goods and services.
4. Review and revise, where necessary, procurement practices to support *Equity, Diversity, Inclusion & Respect* roadmap objectives.



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.
2. New team members will attend OMWBE/DES training on how to identify diverse firms.

Other Market Research and Outreach:

1. When there is no diverse vendor for a substantial spend category, DOC will partner with OMWBE to identify firms in targeted zip codes with the goal of providing a diverse vendor the opportunity to do business with the Department.
2. DOC will contact OMWBE and DVA to identify other options for utilizing uncertified small businesses.
3. Correctional Industries plans to focus on increasing utilization of diverse suppliers for raw materials.
4. 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.
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 diverse spend on a quarterly basis

1. The team will monitor DOC progress on a quarterly basis.