October 3, 2022

Dear Colleagues:

It is my honor to introduce the new [enterprise supplier diversity procurement policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fabout%2Fprojects-initiatives%2Fprocurement-reform%2Fcurrent-enterprise-procurement-policies&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J6iCgAt%2BhKsUt2ZEAnIC5xoyMmJ4v7k49rS8LQEtHW0%3D&reserved=0) that takes effect April 1, 2023. The goal of the new policy is to help remove barriers that prevent small, diverse, and veteran-owned businesses from receiving equitable access to state goods and services contracts. It is our jobs as leaders in Washington state government to create durable change that will result in contracting equity for small, diverse, and veteran-owned businesses, that will also lead to strengthening Washington’s economy.

As you know, real change starts at the top. Agency executive leaders are included in the required training program that is beginning to roll out. Please join me to set the example and the expectations for this work across our collective state workforce.

**Policy Requirements**

The policy requires all state agencies to include supplier diversity considerations in all aspects of their goods and services procurements.

* It establishes accountability requirements for agency leaders.
* It establishes transparency measures for agencies’ procurements.
* The Department of Enterprise Services (DES) will evaluate state agencies’ compliance with this policy during the risk assessment process that establishes each agencies delegated authority.

The practices in this policy align with [Executive Order 22-01](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.governor.wa.gov%2Fsites%2Fdefault%2Ffiles%2F22-01%2520-%2520Equity%2520in%2520Public%2520Contracting.pdf&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jnQdHdyOarh%2Bai%2F3ThCanu1FJnKO4Q27HraqsWXah8Y%3D&reserved=0) (Equity in Public Spending), [Executive Order 19-01](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.governor.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fexe_order%2F19-01_VeteranAndMilitaryFamily%2520.pdf&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OWhi2uHEDPHKiBGSpxN1EMWJPei%2FkiTSVYiWr7aB5vQ%3D&reserved=0) (Veteran and Military Family Transition and Readiness Support), the [2019 Washington State Disparity Study](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fomwbe.wa.gov%2Fgovernors-subcabinet-business-diversity%2Fdisparity-study&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hqNKgVhspIVYPkWOi9G8g%2BjoerLCRrnjsWtN9exdQwU%3D&reserved=0) recommendations, [Tools for Equity in Public Spending](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fomwbe.wa.gov%2Fstate-supplier-diversity-reporting%2Ftools-equity-public-spending&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pGM%2FnYbmbFyLVb6G5FjcKQFZdBUlaT6z%2FVkCK88oQmI%3D&reserved=0) and the state’s [path to contracting equity](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fomwbe.wa.gov%2Fsites%2Fdefault%2Ffiles%2FRoadmap-to-Contracting-Equity.pdf&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8B6Fs7lP9dQEd%2FuxxJrmz0QRwsrKGwcrEbJgULzaNWs%3D&reserved=0) for establishing and evaluating race- and gender-neutral measures. This policy is a key milestone that builds on past foundational work and requires action and accountability.

**Required Training**

By April 1, 2023 agency leaders and procurement professionals are required to complete specific training in the [Washington State Learning Center](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsowa.sumtotal.host%2Frcore%2Fc%2Fdash%2Fhome%2Fwelcome%3FisDeepLink%3D1&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p15lnZnmcOgWn%2FetwqLsiiR6VDrw4bi4Ctm0sjlgRUU%3D&reserved=0):

* All agency leaders must complete the course titled ***WA State Contracts and Procurement for Executives Training***, which outlines executive leaders’ responsibilities.
* All procurement professionals and contract managers must complete the course titled ***WA State Supplier Diversity Training***.
* Employees who start after April 1, 2023, will have 90 days to complete the training.

**DES Support**

In addition to the required training, DES is providing additional resources and support to answer questions and provide technical assistance:

* This fall, we will invite state government procurement professionals to an introductory session for the [policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fabout%2Fprojects-initiatives%2Fprocurement-reform%2Fcurrent-enterprise-procurement-policies&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J6iCgAt%2BhKsUt2ZEAnIC5xoyMmJ4v7k49rS8LQEtHW0%3D&reserved=0) and [interactive handbook](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FAbout%2FProcurement_reform%2Ftraining%2FSupplierDiversity%2Findex.html%23%2F&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LP7WsLf7xFgdWMrzN%2FJQwQOtyk37n0F85pd661ZibRg%3D&reserved=0).
* We will also host virtual open office hours with our policy and procurement equity experts to answer questions and provide technical assistance.
* Our [interactive handbook](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FAbout%2FProcurement_reform%2Ftraining%2FSupplierDiversity%2Findex.html%23%2F&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LP7WsLf7xFgdWMrzN%2FJQwQOtyk37n0F85pd661ZibRg%3D&reserved=0) provides step-by-step guidance and tools.

**Partners and Stakeholders**

This [policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fabout%2Fprojects-initiatives%2Fprocurement-reform%2Fcurrent-enterprise-procurement-policies&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J6iCgAt%2BhKsUt2ZEAnIC5xoyMmJ4v7k49rS8LQEtHW0%3D&reserved=0) is the result of over two years of work and collaboration with our partners at the Office of Minority and Women Owned Business Enterprises (OMWBE), Department of Veterans Affairs (WDVA), the Office of Equity, and the Governor’s Subcabinet on Business Diversity; and our advisory groups, Business Diversity Advisory Group (BDAG) and Procurement Customer Advisory Group (PCAG).

We collected over 1,400 comments from government procurement professionals and leaders, businesses, nonprofits, diversity and equity advocates and others. The feedback was instrumental in developing the [policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fabout%2Fprojects-initiatives%2Fprocurement-reform%2Fcurrent-enterprise-procurement-policies&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J6iCgAt%2BhKsUt2ZEAnIC5xoyMmJ4v7k49rS8LQEtHW0%3D&reserved=0) and [interactive handbook](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FAbout%2FProcurement_reform%2Ftraining%2FSupplierDiversity%2Findex.html%23%2F&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LP7WsLf7xFgdWMrzN%2FJQwQOtyk37n0F85pd661ZibRg%3D&reserved=0).

**Thank You**

I want to thank all our partners and stakeholders, who played a role in crafting this critical [policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdes.wa.gov%2Fabout%2Fprojects-initiatives%2Fprocurement-reform%2Fcurrent-enterprise-procurement-policies&data=05%7C01%7Csundae.delgado%40des.wa.gov%7C424f213d1a514141c56b08daa588b480%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638004303820109168%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J6iCgAt%2BhKsUt2ZEAnIC5xoyMmJ4v7k49rS8LQEtHW0%3D&reserved=0) that will allow state government to improve contracting equity here in Washington. In addition, I want to thank each of you in advance for your support embracing this new policy, taking the Executive training, and ensuring your agency procurement professionals participate in training, the introductory session, and reach out to DES with any questions.

**Contact DES**

If you or your staff have questions on the policy, please contact the DES Procurement Policy team via email at [DESmiEnterpriseProcurementPolicy@des.wa.gov](mailto:DESmiEnterpriseProcurementPolicy@des.wa.gov). If you want to talk more about this work and how you can help make an impact, I would love to meet with you directly, please contact me at [tara.smith@des.wa.gov](mailto:tara.smith@des.wa.gov).

With warm regards,

**Tara C. Smith** *(she/her)*Director

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