

FORM A17-A (REV 12/23)	STATE OF WASHINGTON PURCHASE ORDER FOR GOODS/SERVICES	Date Ordered:		Contract	
		12.04.2024		ECMS No.K9561	
				Other No _____	
				Not Applicable ☐	
Purchaser: Department of Enterprise Services PO Box 41401 Olympia, WA 98504		Ship to or Service Address: Department of Enterprise Services PO Box 41401 Olympia, WA 98504			
Contractor/Supplier: Adekoya Business Consulting LLC 506 2 nd Avenue, Suite 1400 Seattle, WA 98104 206.817.9775 Andrew@adekoyabc.com		Mail Invoices To: Department of Enterprise Services PO Box 41401 Olympia, WA 98504 E: Shana.Barehand@des.wa.gov		AGENCY NO 179	LOC
				MAIL STOP	
PURCHASE TYPE		F.O.B PRICE	PAYMENT TERMS	START DATE	
Statewide Contract ☒			☒ Net 30 from Invoice	January 2, 2025	
Contract No. 01620			☐ Other		
Direct Buy Contract ☐					

Contractor to deliver/provide goods/services described below in accordance with this Purchase Order and Purchaser's Standard Terms for Purchases (click [here](#)). Contractor must include the Contract Number (see above, top right-hand box) on all invoices, packages, and shipping documents.

ITEM NO.	COMMODITY/ PRODUCT CODE	DESCRIPTION OF GOODS/SERVICES	QTY	UNIT PRICE	TOTAL COST
	918.21	Completion of all Phase I research topics (a) through (g) for 15 states.	1	\$92,000.00	\$92,000.00
	918.21	Completion of all Phase I research topics (a) through (g) for 15 other jurisdictions.	1	\$92,000.00	\$92,000.00
	918.21	First Draft of the Phase II Final Report	1	\$55,600.00	\$55,600.00
	918.21	Presentation to C&P of the first draft of the Phase II	1	\$4,800.00	\$4,800.00
	918.21	Completion and DES acceptance of the Phase II	1	\$9,600.00	\$9,600.00
Total Cost					\$254,000.00
Special Notes (insert below or reference attached document):				CHECK BOX IF ATTACHED	
Please see Exhibit A – Statement of Work This purchase is off statewide contract 01620 – Business Consulting				☒	Statement of Work
				☐	Delivery Instructions
				☐	Other Insurance Coverages
				☐	Other

PURCHASER
 State of Washington
 Department of Enterprise Services

CONTRACTOR/SUPPLIER
 Adekoya Business Consulting LLC

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

PREPARED BY Diana Abkemeier				E-MAIL Diana.Abkemeier@des.w a.gov				DATE 12.4.2024			AGENCY APPROVAL				DATE		
DOC DATE		PMT DUE DATE		CURRENT DOC NO.		REF. DOC NO.		VENDOR NUMBER			VENDOR MESSAGE			USE TAX		UBI NUMBER	
REF DOC SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROG INDEX	SUB OBJ	SUB SUB OBJECT	ORG INDEX	ALLOC	BUDGET UNIT	MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER	
ACCOUNTING APPROVAL FOR PAYMENT										DATE				WARRANT TOTAL		\$	WARRANT NUMBER

STATEMENT OF WORK

1. Overview of the Scope.

The contracts and Procurement Division (C&P) of DES is looking to hire a business analyst to help C&P assess and improve its supplier diversity strategy, goals, and requirements. Specifically, the Contractor will conduct a study and produce a report of its research into various race and gender neutral and narrowly tailored supplier diversity best practices being successfully used by other government organizations. In this case supplier diversity is defined as contracting goods and services with businesses categorized as socially disadvantaged businesses by the Small Business Administration. This analysis work will have broad agency and statewide procedural or policy implications and result in operational recommendations, and possible business process re-engineering related to the agency's business and policy responsibilities. Contractor will conduct this work in compliance with the state's [Leadership Competencies](#).

2. Phase I: Collecting Information.

Contractor shall contact no less than 15 states to include: Oregon, California, Arizona, Minnesota, Michigan, Colorado, Texas, Illinois, New York, Massachusetts and no less than 15 other jurisdictions around the country such as cities, colleges, and or counties that have supplier diversity programs (collectively "Organizations").

These Organizations have advanced their supplier diversity programs at different rates and under different procedures and regulatory environments. Using its experience and subject matter expertise, Contractor shall conduct extensive analysis of Organizations' supplier diversity programs and their results. Contractor shall use any means necessary to obtain the needed information, to include but not limited to, researching Organizations' websites, sending inquiries or surveys via email, and interviewing appropriate subject matter experts at these 30 Organizations. C&P will provide contact information for some subject matter experts at other Organizations, but Contractor will have to locate and confirm other contacts as needed.

As part of this study, at a minimum, Contractor shall research, collect, analyze, organize, and document the following information for each Organization identified above:

- a. Identify specific procurement practices each Organization uses to create opportunities for socially disadvantaged businesses.
- b. Inquire with Organization what of the above practices they find most successful in increasing supplier diversity.
- c. Identify and document if Organizations adopted different supplier diversity strategies based on the types of goods and/or services, and if so, expand on what those industry specific strategies were and how successful they were. For example, landscaping services vs. IT software. Some industries inherently have more availability of small and certified firms.
- d. Identify what types of business certifications Organization utilizes and counts towards its supplier diversity goals.
- e. Obtain a count of available socially disadvantaged firms by NAICS or otherwise used commodity codes/categories that are recognized as counting toward the Organization's supplier diversity utilization goals. For example, in Washington there are around 2,700 state certified businesses that would be counted toward Washington's utilization goal.

- Identify what Organization's utilization of those socially disadvantaged businesses are for goods and services, and if tracked how does it vary by NAICS or commodity codes.
 - Identify whether Organization has established goals for the utilization of socially disadvantaged firms, and/or other groups, such as minority-, women-, or veteran owned firms, and if applicable how do those goals vary by commodity/industry.
- f. Identify how Organizations measure success of their supplier diversity programs and if Organizations create regular reports on their supplier diversity programs, and if so, what do they track and what format and cadence do they use to report their results.
- g. Identify the structure of Organization's supplier diversity program:
- Who leads the effort, where is their position in the organization chart?
 - What statutory authority, policy, regulations, or Executive Order do they have to support the Supplier Diversity Program.
 - How do the procurement offices participate in the supplier diversity efforts?
 - How does Organization report out results of their supplier diversity efforts?
 - How do Organization certify the socially disadvantage businesses they count for utilization?
 - Where is the certification office located, i.e., inside an agency or is it a standalone agency?

3. Phase II: Final Report.

Once all the required information from Phase I is collected, organized, and analyzed, Contractor shall create the final report that consolidates the findings in an easy to read and understand format, utilizing with visual aids where possible. At a minimum, the final report must include:

- a. All the details from Phase I for each Organization.
- b. An executive summary comparing and contrasting the information from all 30 Organizations using visual aids, such as graphs or tables, to highlight the key information.
- c. Organizations' own supplier diversity program success/results reports included as attachments/appendices to the Contractor's final report.
- d. Contractor's own observations, conclusions, and recommendations for C&P's supplier diversity program based on the best working strategies discovered during the research.

4. Project Management and Timelines.

The contractor shall schedule a 30-minute review meeting every two weeks with the designated Contract Manager from C&P throughout the life of the project. In these meetings, Contractor has to provide brief status update on the project and present any key preliminary findings to give the Contract Manager an opportunity to ask clarifying questions and/or make any slight adjustments to the questions for Organizations. Contractor shall send the first draft of the Phase II final report to the Contract Manager and schedule a 1-hour meeting to go over the first draft, address any questions and note any refinement requests from the Contract Manager. Contractor shall make any needed refinements, if any, to the final report and submit it to the Contract Manager for final review and approval.

5. Compensation and Billing.

The total project cost will not exceed \$254,000.00. The milestone payments below will be made only once the work for that milestone is satisfactorily completed in compliance with the purchase order requirements herein and as accepted in writing by the C&P Contract Manager.

Milestone	Due Date	Payment Amount
Completion of all Phase I research topics (a) through (g) for 15 states.	Feb 28, 2025	\$92,000.00
Completion of all Phase I research topics (a) through (g) for 15 other jurisdictions.	April 30 th , 2025	\$92,000.00
First Draft of the Phase II Final Report	May 31 st , 2025	\$55,600.00
Presentation to C&P of the first draft of the Phase II final report.	June 15 th , 2025	\$4,800.00
Completion and DES acceptance of the Phase II final report.	July 31 st , 2025	\$9,600.00
	Total	\$254,000.00

Proposed Start Date will be January 2nd, 2025.