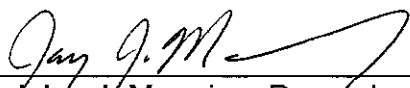


SUPPLIER DIVERSITY PLAN FOR THE DEPARTMENT OF ECOLOGY

Director's Statement of Commitment

Minority and women-owned businesses are an integral part of Washington's community and economy. I am committed to increasing minority and women-owned firms' participation in public contracting and purchasing opportunities. I will support agency and statewide efforts to increase the participation of diverse suppliers and contractors in public purchasing.



Signed Jay J. Manning, December 15, 2006

I. Ecology's Supplier Diversity Mission

Ecology's mission is to increase competitive and fair access to public contracting and purchasing activities.

II. Ecology's Supplier Diversity Goal

Increase Ecology's participation in minority and women-owned business enterprise (M/WBE) contracts and purchases.

III. Actions to Achieve Supplier Diversity Goal

Action 1 – Train Ecology employees to include M/WBE firms in all solicitation efforts.

Action 2 – Partner with the Office of Minority and Women Business Enterprises (OMWBE) to maximize outreach and purchasing efforts.

Action 3 – Post bids to the Washington Electronic Bid System (WEBS) and OMWBE Web site.

Action 4 – Report and record Ecology M/WBE payments for accurate data collection.

IV. Ecology Staff Responsible for Plan Implementation/Monitoring

Ecology's Director and Chief Financial Officer will provide executive level support for the supplier diversity plan. The Director will sign and distribute the plan. The Director will also send an agencywide electronic mail to staff explaining the importance of the Minority and Women's Business Enterprises Participation Plan. The Chief Financial Officer serves as the executive level change agent for Ecology.

Since Ecology has a centralized Contracts and Purchasing Unit, Ecology's Contracts and Purchasing Manager will coordinate implementation of the four action items listed above. This person will provide training to agency contract

officers, budget planners, and purchasing coordinators on ways to successfully implement our supplier diversity goals. The Manager will also work with fiscal staff to ensure recording of Ecology's M/WBE spend on contracts and purchases. Ecology's Deputy Director and Chief Financial Officer will monitor agency progress on M/WBE targets at quarterly Environmental Program Management Team (EPMT) performance meetings. Ecology also has strong mandates to increase its use of sustainable products and environmentally preferable purchasing, so we will blend the increased focus on M/WBE participation with these equally important objectives.

V. Specific Steps to Meet Supplier Diversity Goal

Action 1 – Train Ecology Employees:

- Executive management communicates need for more M/WBE participation in public contracts and purchasing to staff.
- Ongoing contracts and purchasing training will include specific M/WBE solicitation section.
- Provide small group sessions, e-mail tutorials, or one-on-one training for contract and purchasing staff.
- Require contract and grant staff to train contractors/recipients on M/WBE solicitation.
- Provide quick links to guidance on OMWBE and purchasing intranet sites.

Action 2 – Partner with OMWBE to:

- Identify “best practices” to increase participation.
- Update agency plan to refine and add strategies.
- Evaluate bid and contract templates for barriers to M/WBE participation.

Action 3 – Post all formal bids to the Washington Electronic Bid System (WEBS) and OMWBE Web site:

- Train contract and purchasing staff to post bids.
- Require WEBS and OMWBE bid postings along with “traditional” sites.

Action 4 – Collect accurate baseline data to set future year targets:

- Work with contractors and grantees to encourage second-tier reporting.
- Work with fiscal staff to flag M/WBE payments in agency financial reporting system.
- Encourage Office of Financial Management (OFM) to include M/WBE reporting in new enterprise contracts/grants/loans management system.
- Review agency spending base to ensure accurate percentage reports.

VI. Procedure for Setting Annual M/WBE Targets by Class of Contract

- Ecology will use FY 2007 as a baseline for initial set of targets.
- Forecast annual targets based on past year's data.
- Set realistic and assertive targets for M/WBE participation.

VII. Build M/WBE Outreach Into Agency Culture

- Participate in OMWBE sponsored events.
- Communicate expectations from agency Director through senior management team, executive management team, and Ecology program management team to staff.
- Provide information fliers for outreach to small businesses.