



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL

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Office of Secretary
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MEMORANDUM

TO: L. Jay Burks, Executive Director
Office of Minority and Women Business Enterprise

FROM: Robert J. Zimmerman, Chief Operating Officer 
Department of Natural Resources and Environmental Control

DATE: October 1, 2010

SUBJECT: Supplier Diversity Plan

Attached you will find the Department's Supplier Diversity Plan. We received your email regarding the opportunity to attend the MegaBizFest in Wilmington on October 7th. However, at this time the position assigned as liaison for this program is vacant. We are currently looking for someone to attend the conference so the Department will be represented. We hope to find a replacement soon to effectively implement this important program within the Department. We will keep you posted as to our success.

Thank you for your patience.

Cc: David Small, Deputy Secretary
Christine Vennard, Budget Development

Delaware's Good Nature depends on you!

Department of Natural Resources & Environmental Control

Supplier Diversity Action Plan

Recruit and Identify Minority and Women Business Enterprises (M/WBE's)

- Review M/WBE vendor expenditures within the Department
- Identify vendors that are eligible vendors
- Encourage applicable vendors to certify with the Office of Minority and Women Business Enterprises (OMWBE)

Educate and Communicate

- Provide instructional and or guidance documents on agency specific procurement processes that include M/WBE information
- Communicate federal supplier diversity requirements in the procurement process (i.e. EPA regulations, Facilities Management Contractor Registration Application)

Reports

- The Department liaison will provide OMWBE with copy of its bid quotation summary form for review
- The Department liaison will provide OMWBE feedback for opportunities for improvements for supplier diversity plan and any perceived barriers
- The Department liaison will provide OMWBE quarterly reports on successes, contacts, and/or certifying vendors

Supplier Diversity Outreach

- The Department liaison will participate in Governor's Entrepreneurial Conference and DEDO Diversity Summit and/or other outreach opportunities