

**DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR  
FAMILIES**

**SUPPLIER DIVERSITY ACTION PLAN**

**OVERVIEW**

The goals of the Department of Services for Children, Youth and Their Families (DSCYF) Supplier Diversity Action Plan align with the goals of Executive Order Fourteen (14) ([http://governor.delaware.gov/orders/exec\\_order\\_14.shtml](http://governor.delaware.gov/orders/exec_order_14.shtml)). Specifically those goals are to:

- Maximize contracting opportunities for minority, veteran owned and/or women business enterprises
- Increase transparency for subcontracting opportunities
- Support the Office of Minority and Women Business Enterprise (OMWBE) statewide goals and objectives for increasing supplier diversity initiatives statewide as defined in Executive Order No. 14, as appropriate

The primary components of the DSCYF Supplier Diversity Action Plan include Opportunity Recognition, Education, Training, Outreach and Evaluation. Each component and related activities is described below (refer to Attachment A for corresponding timelines).

**Opportunity Recognition**

DSCYF will execute the following to increase the recognition of opportunities and increase the planning time for vendors to prepare for opportunities:

- A. DSCYF's Grants and Contract Unit will gather and collate data from each operating Division with regard to under threshold and planned professional service contracting opportunities. DSCYF will work with OMWBE to increase Minority, Veteran Owned and Women Business Enterprise awareness of these opportunities.
- B. DSCYF will review the listing of UNSPSC codes for purchased professional services and will develop and maintain a list of most frequently contracted services on the DSCYF website located at [www.kids.delaware.gov](http://www.kids.delaware.gov) (scroll and click on "Contracts"). This listing will enable all vendors, including M/WBEs, to become familiar with DSCYF's most frequently purchased professional services to better prepare for DSCYF contracting opportunities.
- C. DSCYF shall publish a list of future RFP contracting opportunities on the DSCYF website.

D. DSCYF will recommend staff review the OMWBE online directory for vendor consideration as appropriate for under threshold professional service contracting opportunities.

- DSCYF will identify projects for minor capital improvements to help foster relationships with minority, veteran owned and/or women business enterprises.

### **Training, Education and Outreach**

DSCYF currently provides a linkage on the DSCYF website to the following two websites:

- State of Delaware Bid Solicitation Directory: <http://www.bids.delaware.gov>
- OMWBE: <http://gss.omb.delaware.gov/omwbe/index.shtml>

DSCYF also includes the following language in all RFP legal notices: Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE) and Women-Owned Business Enterprises (WBE) will be afforded full opportunity to submit bids on this contract and will not be subject to discrimination on the basis of race, color, national origin or sex in consideration of this award.

In addition to the above, DSCYF is committed to the following:

A. DSCYF will work with OMWBE to identify agency contracting opportunities. DSCYF may host Bidder's Conferences or periodic provider forums to advise the vendor community of current and future business trends impacting contracting opportunities.

B. DSCYF will participate in events, such as supplier development forums organized in partnership with OMWBE to describe agency processes and discuss potential opportunities.

C. DSCYF will attend trade shows for small businesses inclusive of minority, veteran and women owned businesses where agency representative(s) will be able to talk to prospective vendors and discuss procurement opportunities.

D. DSCYF will train agency personnel to:

- Understand concepts related to supplier diversity;
- Become knowledgeable about the OMWBE directory;
- Understand the OMWBE certification process;
- Recommend all vendors interested in new or ongoing contracting opportunities with the State of Delaware to register at <http://www.bids.delaware.gov> and applicable providers to enroll as a certified W/MBE at <http://gss.omb.delaware.gov/omwbe/index.shtml>).

E. DSCYF will partner with the Office of Management and Budget, Division of Facilities Management who maintains the contractor registry, which provides

contractors with a level of prequalification to work with facilities management for under threshold opportunities.

- F. DSCYF is committed to attend internal training on supplier diversity offered by OMWBE which will include but not be limited to the following topics:
- Navigating the OMWBE database and other resources to access minority, veteran and women owned businesses.
  - Identifying purchasing opportunities.
  - Reviewing State spend analysis inclusive of minority and/or women businesses.
  - Discussing minority and/or women business enterprise successes and challenges.

### **Subcontracting/2<sup>nd</sup> Tier Reporting**

DSCYF in partnership with OMWBE will commit to collect minority and/or women business subcontracting/2<sup>nd</sup> tier data:

- A. For all new contracts, DSCYF will solicit information from prime vendors as to whether they have subcontracts and if so, request prime vendors to submit data elements included on the subcontracting/2<sup>nd</sup> tier reporting form.
- B. DSCYF will utilize OMB's subcontracting/2<sup>nd</sup> tier reporting form.

### **Evaluation**

DSCYF will provide data, participate in surveys and benchmarking studies for continuous improvement in addition to monitoring and evaluating the DSCYF Supplier Diversity Action Plan on a quarterly basis. Quarterly reports will be provided to the Office of Management and Budget (OMB) for review and feedback. Additionally, the following key performance indicators will also be used to evaluate the supplier diversity plan (once baseline data has been established):

- Has DSCYF's spending increased for minority, veteran owned and/or women business enterprises?
- Has DSCYF increased the number of minority, veteran owned and/or women business enterprises for under threshold opportunities?