

## **DDA Supplier Diversity Action Plan**

	<i>Item</i>	<i>Status</i>	<i>Comments/ Plan to Resolve</i>
<b>1</b>	<b>Recruit and Identify MWBEs</b>		
1.1	Review certified M/WBE and self certified ccr.gov vendors direct spend, encourage applicable vendors to certify with OMWBE	On-going	DDA reviews M/WBE identified firms on the OMWBE website, if the firm is not on the list, the firm is advised to contact OMWBE to become certified.
1.2	Submit to OMWBE information on certified minority and woman contractor that submitted responses for over threshold bid opportunities	On-going	DDA did not have any over threshold bid opportunities submitted during this quarter.
<b>2</b>	<b>Supplier Diversity Outreach Internal &amp; External</b>		
2.1	Participate in Governor's Entrepreneurial Conference and DEDO Diversity Summit	completed	DDA Diversity Supply Liaison attended the DEDO Diversity Summit
2.2	Disseminate communication developed by OMWBE for state supplier initiative	On-going	Communications are forwarded to the appropriate DDA contact person or vendor.
<b>3</b>	<b>Educate and Communicate agency specific procurement process, rules and regulations etc.</b>		
3.1	Provide instructional guidance documents on agency specific processes	On-going	DDA follows the State Office of Management & Budget guidance on purchasing and contracting; potential M/WBE vendors are advised to participate in the bidding process for state contracts, and become certified with OMWBE as a Delaware certified M/WBE
3.2	Communicate any federal supplier diversity requirements in procurement process	On-going	DDA submits MBE/WBE Utilization Form 334 as part of the Pesticide PPG grant application. DDA has submitted and approved for the M/WBE utilization objective and goals for FY 10- 12. Goals are reported in annually in October.
<b>4</b>	<b>Report successes and opportunities for improvement for supplier diversity to OMWBE</b>		

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4.1	Provide OMWBE feedback on best practice proposal submission	pending	DDA Diversity Supplier Liaison has not received the best practice proposal document for review
4.2	Potential barriers to new vendors soliciting business	ongoing	DDA normally will purchase from the State contractor list posted on the OMB's web page, if the M/WBE firm is not on the OMB contractor list, this would be a barrier. DDA threshold bidding purchases are minimal. OMB's web site contractors list should automatically list M/WBE firms on that contract.
4.3	Reviewing proposal evaluating scores	pending	DDA Diversity Supplier Liaison has not received proposed evaluation score document for review.

## **Signatures**

The Signatures of the people below relay an understanding that the key elements within the Planning Phase section are complete and the project team is ready to transition to the Execution Phase.

<b><i>Position/Title</i></b>	<b><i>Name</i></b>	<b><i>Date</i></b>	<b><i>Phone Number</i></b>