

# Department of Correction

## Supplier Diversity Action Plan

### July 2011

Executive Order 14, signed by Governor Jack Markell on December 22, 2009, directed all State agencies to develop and implement a Supplier Diversity Action Plan to maximize contracting opportunities for minority and/or women owned business enterprises, and to increase transparency for subcontracting opportunities. The Department of Correction is committed to this effort, and will use the following actions/guidelines to ensure a successful implementation.

- Communicate upcoming bid opportunities to the Director of the Office of Minority and Women Business Enterprise (OMWBE). That communication will allow OMWBE to provide appropriate information to the minority and women owned business community.
- Educate departmental budget unit managers on the existence and purpose of the OMWBE certified vendors directory. This action will ensure that all budget units purchasing good and/or services under the mandatory bid thresholds have access to minority and women owned business contacts.
- Include information related to minority, women and veteran-owned business information and documents on the Department's website.
- Hold bi-annual meet and greet sessions with all interested vendors; past, current and potential. These sessions will highlight upcoming bid/solicitation opportunities, as well as provide an opportunity for vendors to introduce themselves and their organizations to the Department's procurement decision makers. The notice of these sessions will be advertised one month in advance on the Department's website, along with a notice of the session being provided to OMWBE for dissemination to certified mailing lists.
- Encourage all vendors to utilize certified minority and women owned businesses as 2<sup>nd</sup> tier subcontractors, when 2<sup>nd</sup> tier subcontractors are necessary. The Department will include as part of contract boilerplate language a reminder to all vendors of the opportunity to engage potential services through the OMWBE certified vendor list.
- Request that all vendors receiving funds from the Department of Correction provide quarterly reports of expenditures to 2<sup>nd</sup> tier subcontractors that are minority or women owned businesses.
- Encourage all applicable vendors to become certified through OMWBE, to ensure accurate accounting of expenditures to minority and women owned business. The Department will continuously work with vendors and OMWBE to have new eligible vendors certified.
- Participate in statewide opportunities related to minority and women owned businesses.