



**STATE OF DELAWARE
DELAWARE ARMY NATIONAL GUARD
FIRST REGIMENT ROAD
WILMINGTON, DELAWARE 19808-2191**



**DELAWARE NATIONAL GUARD
SUPPLIER DIVERSITY ACTION PLAN
SEPTEMBER, 2011**

OVERVIEW

Executive Order No. 14 was signed by Governor Markell, December 22, 2009. The goal of the Executive Order is to increase supplier diversity initiatives within State government. The Executive Order directed each Department and Agency within the Executive Branch to designate a Minority and Women Business Enterprise Liaison to direct and coordinate diversity initiatives within their agency and assist the Executive Director of the Office of Minority and Women Business Enterprise and the Governor's Supplier Diversity Council in their efforts to maximize supplier diversity among State agencies.

Each agency shall create a Supplier Diversity Action Plan. The goal of the Plan shall be to maximize the contracting opportunities for minority and/or women business enterprises, as well as increase transparency for subcontracting opportunities through agency-specific policies and programs.

ACTION PLAN

Educate and Communicate

- Educate minority and women owned businesses at Prebid Meetings and other construction related venues to complete Application For Contractor Registration through Division of Facilities Management's website (<http://dfm.delaware.gov/>) and to become certified as a minority or women owned business enterprise through the OMWBE.
- Encourage contractor's attending Prebid Meetings or other construction related functions to solicit proposals from minority and women owned businesses found on the Contractor Registry posted on the Division of Facilities Management's website and the Certification list found on the OMWBE website.
- Disseminate information promulgated by OMWBE on various programs and opportunities available to minority and women owned businesses.
- Educate Delaware National Guard staff of the programs available through the State to encourage minority and women owned businesses participation.

Recruit and Identify

- Require construction office staff at Delaware National Guard to review Contractor Registry and OMWBE database to solicit proposals from minority and women owned businesses when value of work is below threshold established for formal bidding.
- Require construction office staff at Delaware National Guard to use OMWBE Certification list when selecting Professional Services under threshold amount.

Reporting

- Provide information to OMWBE on certified minority and women owned businesses that submit bids on public works projects administered by Delaware National Guard.
- Encourage contractors awarded contracts to complete the State of Delaware Subcontracting (2nd tier) Report. Include language in Front End of Project Manuals which encourages this reporting.
- Require construction office staff at Delaware National Guard to complete OMWBE Bid Quotation Summary Form for all contracts over threshold amounts.
- Report all financial transactions with minority and women owned businesses to OMWBE.

Outreach

- Representative from Delaware National Guard will participate in annual Governor's Entrepreneurial Conference and DEDO Diversity Summit.
- Representative from Delaware National Guard will participate in annual MegaBizFest to promote minority and women owned businesses participation in State contracting opportunities.

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