

## Department of Department of Human Resources 2022 Supplier Diversity Plan

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### Background

Governor John Carney signed [Executive Order 49 \(EO 49\)](#) on June 16, 2021 to enhance economic opportunities for Delaware's diverse business community and continue our commitment to supplier diversity initiatives. The EO 49 also requires executive branch agencies to appoint a Supplier Diversity Liaison and develop a supplier diversity plan for achieving respective goals. The deadlines for submission and approval of plans by the Director of the Office of Supplier Diversity (OSD) are as follow:

September 30<sup>th</sup> to OSD

December 1<sup>st</sup> to Governor

### Agency/Department Aspirational Goal(s):

1. Increase Awareness of Under Threshold Purchasing
2. Mandating Procurement Training for Leadership and Staff
3. Identify and Support Inclusive Contract Opportunities
4. Increase Awareness of Responsibilities of the Supplier Diversity Liaison

### Agency/Department Supplier Diversity Action Items:

#### 1. Increase Awareness of Under Threshold Purchasing

- DHR recognizes that diverse, small, and traditional businesses are interested in both advertised opportunities and non-advertised opportunities. DHR will increase recognition of opportunities and increase the planning time for vendors to prepare as follows:
  - Extend the bidding time for DHR's advertised solicitations and conduct pre-bid meetings to facilitate the opportunity for diverse, small and traditional suppliers to identify opportunities, including possible subcontracting whenever possible.
  - Require employees who make under threshold purchase(s) to utilize the Office of Supplier Diversity's Directory of Certified Businesses online directory to seek one or more for the required quotes, without creating exclusion. [OSD Directory of Certified Businesses](#)
  - Solicit the OSD Directory for non-advertised under threshold opportunities.

#### 2. Mandating Procurement Training for Leadership and Staff

- Engage with the Office of Supplier Diversity to coordinate supplier diversity training for DHR leadership and staff with purchasing responsibilities. Procurement training is available through the Delaware Learning Center. Training will include, but not be limited to:
  - Supplier diversity best practices.
  - Navigating the Office of Supplier Diversity's Directory of Certified Businesses and other resources to access diverse, small, and traditional businesses.
  - Identifying purchasing opportunities.
  - Encourage agency participation in events/workshops geared towards assisting the diverse business and small business communities.

**3. Identify and Support Inclusive Contract Opportunities**

- DHR will increase its engagement with diverse, small, and traditional businesses participating in OSD's [Directory of Certified Businesses](#) by:
  - Promote usage OSD Directory of Certified Businesses for non-advertised under threshold opportunities.
  - Support the Office of Supplier Diversity's (OSD) statewide objectives for increasing supplier diversity initiatives statewide.
  - Review DHR spend analysis on contracts inclusive of diverse, small and traditional businesses.
  - Identify and track when the OSD directory was solicited for an opportunity and if there were no available businesses.
  - Encourage potential vendors to complete vendor registration through the eSupplier Portal.
  - Track subcontracting/2nd tier spend information utilizing the 'Subcontracting Reporting Form' located on the OSD Track outreach to/from diverse/small vendors sought for Procurement Spend Range 1 (open market purchases) website.
  - Discuss diverse, small, and traditional business enterprise successes and challenges.

**4. Responsibilities of DHR's Supplier Diversity Liaison**

- Updating and revising DHR's Supplier Diversity Action Plan
- Coordinating annual training for DHR employees on the agency's plan
- Encouraging DHR vendors to register with the state online vendor notification system for upcoming contract opportunities
- Promoting the Office of Supplier Diversity's online Directory of Certified Businesses
- Encouraging all vendors to explore certification with the Office of Supplier Diversity
- Actively participating with the Governor's Supplier Diversity Council and the Office of Supplier Diversity committees and initiatives.

Claire DeMatteis  
Secretary, Department of Human Resources

SIGNATURE: 

**APPROVAL:**

Shavonne H. White  
Director, Office of Supplier Diversity

SIGNATURE: 

**Supplier Diversity Liaison Information:**

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