
EQUITY IMPACT PLAN ANNUAL REPORT

CALENDAR YEAR 2024

BACKGROUND INFORMATION

Department Name: Dept. of Procurement and Material Management (DPMM)

Equity Lead(s): Audrey Ampomah & Nathalie Owen/Chris McGough

Date: 9/26/2024

EQUITY IMPACT PLAN REPORT

DEPARTMENTAL GOALS

Goal 1: Normalize & promote equity objectives among DPMM staff in order to develop a shared understanding of equity and of our collective and individual roles to advance it.

Progress on items 1a & 1b:

- DPMM has reinvigorated its commitment to equity by re-establishing a dedicated Equity Team. This process began with a review and update of the team charter to reflect current priorities and objectives. Following this, DPMM launched a department-wide recruitment campaign to encourage participation and ensure representation from all areas. These efforts have resulted in a 14-member equity team composed of colleagues from every DPMM division. With the team now in place, regular meetings are held to facilitate collaboration, knowledge sharing, and action planning. These meetings provide an essential platform for discussing equity-related issues, identifying areas for improvement, and developing strategies to foster a more inclusive and equitable workplace. Moving forward, DPMM will continue to support the equity team by providing necessary resources, promoting ongoing dialogue, and ensuring that its recommendations are considered in departmental policies and practices.
- DPMM remains committed to providing equity training and engagements for its staff. The department maintained momentum by offering an equity-focused activity every month. Our efforts have yielded several notable successes. For instance, our Equity Leads delivered a presentation of the 2024 Equity Impact Plan to the entire department, communicating our equity objectives and planned initiatives for the year. This transparency fostered a shared understanding of DPMM's commitment to equity and encouraged broader participation in achieving our goals. DPMM also engaged in a cross-departmental collaboration with Alternative Dispute Resolution, hosting a joint book club session dedicated to exploring the intersection of

EQUITY IMPACT PLAN ANNUAL REPORT

CALENDAR YEAR 2024

Equity and Environmental Justice. The positive feedback from participants underscores the value of such collaborative initiatives. DPMM has had consistent participation in our training sessions and live engagements. Throughout the year, these sessions averaged 12 colleagues in attendance, highlighting a strong departmental interest in continuous learning and professional development in equity topics. We believe this sustained engagement will contribute to a more equitable and inclusive work environment for all DPMM employees.

Goal 2: Conduct a Procurement Disparity Study to assess whether there is a gender and/or racial disparity between County business partners and the businesses available in the community to perform work for the County. If disparities are found, the report would provide recommendations on how to close this gap.

Progress on items 2a & 2b:

- DPMM has made substantial progress in advancing the procurement disparity study (PDS), demonstrating a commitment to fostering equitable procurement practices. In May 2024, DPMM secured \$500,000 in funding from the Board of Supervisors, a critical milestone enabling this comprehensive study. For this study, DPMM has also formalized partnerships with key departments, including the One Fairfax Central Team in the Office of the County Executive, the Department of Economic Initiatives, and Capital Facilities in the Department of Public Works and Environmental Services. These partnerships will bring diverse perspectives and expertise to the study, ensuring a more robust and nuanced understanding of the current procurement landscape. To ensure the greatest possible impact, we are conducting a comprehensive landscape analysis of PDSs in Virginia to inform the project scope. Interdepartmental discussions are planned to finalize the optimal scope and align with organizational priorities. Ultimately, the study aims to provide valuable insights into potential disparities in the procurement process, informing future strategies to promote fairness and equity in contracting opportunities.

EQUITY IMPACT PLAN ANNUAL REPORT

CALENDAR YEAR 2024

Goal 3: Review, update, and/or create policies with an equity lens to maximize fairness and equity in existing County processes.

Progress on items 3a, 3b & 3c:

- DPMM has made major progress toward the completion of the Sustainable Procurement Policy and associated Buyer’s Guide. As a joint social and environmental policy, the social (supplier diversity and equity) content has been drafted, and DPMM staff completed a year-long analysis to inform the environmental content of the policy. The goal of this policy and its Buyer’s Guide will be to ensure that all departments consider the county’s racial and environmental goals in their procurement and align these to the extent possible.
- DPMM has prepared the scope for a potential micro-business preference ordinance with the goal of enhancing micro-business participation in county procurement. DPMM is now in discussions with key partners and is scheduled to propose this ordinance in CY 2025.
- DPMM’s Equity Policy Review Committee (EPRC) reviewed three policies utilizing the ‘Equity Lens Policy Review Form.’ The three policies reviewed were:
 - Apparel Policy (appropriate work attire)
 - Emergency Procurement
 - Sole Source Procurement

Each policy was examined regarding the policy’s impact on equity as it is currently written, and the EPRC provided feedback and recommendations. The EPRC was able to have changes in each policy enacted to ensure progress in including equity in everything we do. For example, the committee recommended, and leadership adopted an update to the department apparel policy to explicitly include language stating that the wearing of cultural, ethnic, and gender-affirming apparel is welcome.

Goal 4: Provide impactful, engaging and new opportunities for supplier outreach

Progress on items 4a, 4b & 4c:

- DPMM has remained dedicated to supporting suppliers through consistent and informative outreach initiatives. As planned, DPMM hosted monthly supplier outreach events throughout the year, providing valuable resources and networking opportunities for vendors. These events have consistently received positive feedback, with over 200 vendors attending throughout the year and 100% of small and minority business attendees rating them as satisfactory or better. This high level of satisfaction reflects DPMM's commitment to delivering impactful and relevant content that addresses the needs of diverse businesses.

EQUITY IMPACT PLAN ANNUAL REPORT

CALENDAR YEAR 2024

- To further assist prospective suppliers, DPMM launched a new workshop series titled "Navigating the Procurement Maze." This series goes beyond general information sessions, delving into specific resources and providing attendees with a hands-on walkthrough of relevant tools and processes. Each session offers practical guidance and addresses common challenges faced by vendors. Notably, this series included a collaborative effort with the Department of Economic Initiatives, leveraging their Fairfax CORE platform to connect businesses with additional resources. This partnership exemplifies DPMM's commitment to cross-departmental collaboration to maximize the impact of its outreach efforts.
- In addition to these ongoing initiatives, DPMM continues to offer valuable on-demand resources for vendors. While the production of a new "How to Do Business with the County" video was postponed due to a focus on other high-priority initiatives, the first two videos in the series remain a readily accessible source of information for businesses. These videos provide comprehensive guidance on navigating the County's procurement processes, ensuring that vendors have access to the information they need when they need it. By offering a combination of in-person events, workshops, and on-demand resources, DPMM ensures that suppliers have ample opportunities to engage and learn, ultimately fostering a more inclusive and accessible procurement environment.

Goal 5: Assist departments with their equity goals in procurement.

Progress on items 5a, 5b & 5c:

- To support the inclusion of equity in departments' procurement, DPMM has integrated supplier diversity content into its core "Procurement 101" training program. This content ensures that every county employee involved in procurement understands the importance of supplier diversity and their role in fostering a more inclusive procurement environment.
- Going beyond foundational knowledge, DPMM is also developing a dedicated "Supplier Diversity/SWaM* business training program for County staff. This in-depth training will not only emphasize the value of working with diverse businesses but also delve into the specific challenges faced by SWaM vendors in accessing government contracting opportunities. By exploring these barriers, County staff will gain a deeper understanding of the systemic inequities that may exist and be better equipped to identify and address them in their own procurement practices. The training will also equip staff with the knowledge and resources to actively seek out and engage with SWaM vendors. By providing practical strategies and resources, DPMM aims to empower County staff to

EQUITY IMPACT PLAN ANNUAL REPORT

CALENDAR YEAR 2024

confidently and effectively incorporate equity considerations into their purchasing decisions.

*SWaM: Small, Women, and Minority-Owned

- While DPMM continues to explore avenues for enhancing equity in solicitation language, the department remains steadfast in its commitment to supporting other departments in championing equity in their procurement practices. Through comprehensive training and ongoing guidance, DPMM is working to contribute to equity within the County's procurement processes, ensuring that all businesses, regardless of size or ownership status, have a fair and equitable opportunity to participate in County contracting.

COUNTYWIDE GOALS

Report progress on Countywide goals related to the Regional Fair Housing Plan, if relevant to your department. As above, copy in each Countywide goal from your CY 2024 Equity Impact Plan, and describe progress made in CY 2024. If none, write "Not applicable."

NOT APPLICABLE