

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

September 15, 2020 · 10:00 AM – 12:00 PM

Webinar system: [Join Zoom Meeting](#)

Call: 888 788 0099 US Toll-free

Meeting ID: 953 2319 2279

Password: 1234

BDAG Members Present:

Birch Equipment Rental and Sales Inc., Cara Buckingham
Inceodia, Kristann Orton
Jones & Associates Contract Services LLC, Joseph Jones
Pacific Office Solutions LLC, Julie Valdez

Sybis LLC, Jeremy Djajadi
The Pillars Group LLC, Dean Vand Dyke
Washington PTAC, Tiffany Scroggs & Trena Payton
Zena Consulting, Lee Mozena

Staff and Guests

Alexander Kenesson, Procurement Supervisor
Enterprise Services
p: 360.407.8105, Team Line: 360.407.2215
e: Alexander.Kenesson@des.wa.gov

Erin Lopez, Business Diversity Outreach Specialist, Enterprise Services
p: 360-810-1731, e: erin.lopez@des.wa.gov

Bart Potter, Procurement Strategist
Enterprise Services
360-407-9431, bart.potter@des.wa.gov

Indira Melgarejo, Program Specialist, Enterprise Services
p: 360-407-7926
e: indira.melgarejocarvajal@des.wa.gov

Drew Zavatsky, Procurement Risk Assessment Administrator, Enterprise Services
p: 360.407.7915, e: drew.zavatsky@des.wa.gov

Shana Barehand, Business Diversity & Outreach Manager, Enterprise Services
p: 360-407-7926
e: Shana.Barehand@des.wa.gov

Guests Present:

Sarah Erdman, Deputy Director
Office of Minority and Women's Business Enterprises
sarahe@omwbe.wa.gov

Yen Huynh, Supplier Diversity Program Specialist
Office of Minority and Women's Business Enterprises
yenh@omwbe.wa.gov

Topic

Welcome & Overview (Erin)

- Welcome & meeting protocol
- Highlighting BDAG asks & decision points
- Members and guests
- Meeting guiding practices
- Overview of last meeting summary
- **No December meeting**

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DES Updates – Contracts & Procurement (Bart & Alex)

- [Goods and Services](#) Forecast
- Organizational Management Contract
- Janitorial
- IT Professional Services (resuming activities on developing solicitation(s))
- COVID-19
- DES Training solicitations are anticipated to come out this fall

BDAG members asked about more details tied to upcoming contracts. These areas are now on DES's website.

ASK: New contact person for equipment rentals and recommendation for reviewing DES processes for how we engage vendors during staff transitions.

DES Updates – Enterprise Policy (Drew)

- Update on progress reviewing Supplier Diversity policy feedback

DES ACTION ITEM: DES reviewed protest data summary

Building on Past Work – September highlights (Shana)

- Posting winning bids to the portal page
- Draft guidance for contracts and procurement staff – Draft copy provided
- Please let Shana know of specific examples each time you see barriers on a solicitation

Future Work/ Meetings Update (Erin)

BDAG members approved the July 2020 policy recommendations as formal recommendations

BDAG REMINDER: The new member priorities can always be updated. Please feel welcome to add to this list, add your name to areas important to you,

- Members reviewed the groupings of current member priorities
- Based on those groupings and feedback, recommend the below priorities to work on and bring back to the September and October meetings.

Two meetings between the August and September meeting for top interest areas:

MEETNG 1: BDAG Continuity and Growth

Draft priorities summary, top goals, and approaches

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MEETING 2: ACCESS TO DECISION MAKERS

Draft priorities summary, top goals, and approaches

DES Action: Revise document and provide clarity around “reverse pitch” and suggesting agencies spend more time sharing the problems they are trying to solve, which will help small businesses be more successful.

BDAG members requested shortening monthly meetings and only having sub-group meetings for high priority areas or if we need help preparing on a specific topic.

Closing & future meetings

BDAG GOALS:

- BDAG would like to engage in conversation with OMWBE on the value of certification
- BDAG would also like to hear from other agencies and DES divisions
- All presentations would be in the BDAG monthly meeting and tied to how the information can support recommendations for DES (such as best practices).
- The format should be a conversation and not just a presentation.

Attachments:

- Meeting Summary August 2020
- DES Action Items
- BDAG Policy Recommendations
- Repository (list) of new recommendations

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- October 20, 2020
- November 17, 2020
- December - No meeting

Alternate date/locations:

- Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)