



Business Diversity Advisory Group Meeting Summary

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

August 20, 2019 · 10:00 AM – 12:00 PM

NEW webinar system: Join Zoom Meeting

at <https://zoom.us/j/6485405456>

Call in: 1 669-900-6833

Meeting ID: 648 540 5456

Members:

ABN Technologies LLC, Trena Payton
Blue Shift Media, Danny Hankins
Birch Equipment Rental and Sales Inc., Cara Buckingham
Blackstar Services Inc., Daucey Brewington
Centro De Servicios Comunitarios LLC, Bertha Alicia Garza

Excel Supply Company, Irene Reyes
JRivera Associates, Inc., Jose R. Rivera
Pacific Office Solutions LLC, Julie Valdez
Resilient Learning & Solutions LLC, Carl Newhouse
The Part Works Inc., Katie Parris
Washington PTAC, Tiffany Scroggs

Guests: Aspen Buckingham (Birth Equipment Rental and Sales)

Staff Present:

Erin Lopez, Business Diversity Initiatives Manager
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Enterprise Services
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Jaime Rossman, Deputy Assistant Director
Enterprise Services
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Eci Ameh, Assistant Director Contracts and Procurement

Business Diversity Advisory Group Minutes

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Topic

Welcome & Overview

- Introduction of members
- Introductions of guests
- Overview of today's agenda
 - Discussion/ outcome objectives
 - Confirmation of subjects and time
- Overview of last meeting minutes
 - Per last meeting, please connect with me directly on past topics.
- Meeting location reminders

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DES Updates

- DES will reimburse BDAG members for member related travel.
 - Erin Lopez to send out details.
- BDAG website updates are with our Communications department and we will be launching the content discussed at our last meeting. We are in the final phase of content review and testing for accessibility before the website goes live.
- DES provided an update on the DES usability survey for our overall website.
- DES has made an offer for the Business Diversity and Marketing Manager.
- DES draft Direct Buy Policy update. DES is engaging with customers to better understand their feedback around the draft policy.
- Amazon reports
 - DES provided the attached Amazon summary reports.
 - Members requested more information on Amazon spend categories, specifically if there is any information around the master contract categories.
 - Members requested a copy of the data category headings collected by Amazon.
 - Members requested trend information, potentially monthly.
- DES continues to work on [EO 19.01](#) and align efforts with the recommendations from the disparity study.
- Procurement forecasts
 - DES provided: 2 year forecast, event handout, and on-line: [Information Technology Master Contracts](#).
 - DES asked members if they would review the handout as we want to be as clear and helpful to businesses wanting to do business with us.
 - BDAG members provided recommendations to improve forecast information:
 - Flag contracts that plan to have multiple awards.
 - Flag contracts that plan to have regional awards, and the planned regions.
 - Provide a column with the agencies that are the heaviest users of the contract.
- ITPS, janitorial, language access

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Agenda focus: Services

- Small and veteran-owned business preference
Based on feedback from Maria Gutierrez at the last meeting, DES reviewed that there was not a formal recommendation from BDAG around small and veteran-owned business preference. DES provided information in the desk manual, but did not have a clear documented response from members. This is an area we can review with the small, mini, micro recommendation.
- Small, Mini, Micro business preference.
Read the two recommendations received by BDAG members.
- BDAG voted to make both DES enterprise policy recommendations and internal operations (desk manual) recommendations and start with the enterprise policy recommendation first.
 - Requested framework of the existing laws around competition and small and veteran-owned business preference.
 - Request existing policy around competition, small, mini, micro, and veteran's preference.
 - Clarity around the certifications/ designations available under the current legal framework.
 - Race and gender preference is not part of this review, as the legal framework does not currently make this option available.

Future meeting:

- Unbundling by region and scope
- Regions often used by DES for procurements
- Higher criteria than needed for procurement

Agenda focus: Goods – DES reviewed the information quickly, as BDAG prioritized Amazon as key areas of interest.

Update on Cooperatives recommendation

- Discuss distributor strategies (Goods Group)
 - Variety of Product Offering
 - Product Specificity (specs too tight)
 - Pairing of Services/ Offerings
 - Non-cost factors
 - Company size

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Washington State Disparity Study

- DES on-going efforts with disparity study recommendations
- As requested by BDAG, DES cross-walked the disparity study recommendations and BDAG recommendations. This was reviewed in this meeting.

Closing & Next Meetings

- Confirmation of next meeting agenda topics
 - Enterprise policy for small, mini, micro, and veteran-owned business preference.
 - Amazon reports and data.

Attachments:

- Draft Meeting Minutes from July 2019
- DES Action Items
- Amazon Report
- 2 year master contract procurement forecast
- Forecast handout
- Small, mini, and mirco business recommendations (two documents)
- Regions often used by DES for procurements
- BDAG Cooperative recommendation
- Distribution Strategy concept
- Disparity Study recommendations and BDAG recommendations crosswalk

Next meetings:

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

- September 17, 2019
- *October – see below*
- November 19, 2019
- *December – no meeting*

Alternate date/locations:

- **October 15, 2019**, 1:30 – 3:30 PM (Spokane)

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Action items between August and September meeting:

BDAG Formal Recommendations:

- Add drafting enterprise policy recommendation for preference for small, mini, micro, and veteran-owned businesses.

BDAG Informal Recommendations:

- BDAG members provided recommendations to improve forecast information:
 - Flag contracts that plan to have multiple awards.
 - Flag contracts that plan to have regional awards, and the planned regions.
 - Provide a column with the agencies that are the heaviest users of the contract.
- Include BDAG in conversation prior to solicitations with forecast information. BDAG may have recommendations for market research.
- Keep recommendations general (rather than to specific procurements).

DES Action Items from BDAG:

- Launch revised BDAG website.
- More information on Amazon spend categories, specifically if there is any information around the master contract categories.
- A copy of the data category headings collected by Amazon.
- Amazon trend information, potentially monthly.
- Framework of the existing laws around competition and small and veteran-owned business preference.
- Existing policy around competition, small, mini, micro, and veteran's preference.
- Clarity around the certifications/ designations available under the current legal framework.
- Race and gender preference is not part of this review, as the legal framework does not currently make this option available.
- On-going to work with members on two BDAG meetings at other geographic locations.

DES requests for help from BDAG:

- Review our forecast handout and how we explain our agency and how to work with us so we can better communicate with businesses.
- Take our website survey so we can better help businesses navigate our website and provide the information most meaningful to them.

Summary of BDAG Recommendations (attached)