

DES BDAG Meeting Minutes

Location: Virtual
Date: August 16, 2022
Time: 10 AM to 12 PM

Attendance

Agenda Items

Time	Topic	Presenter(s)
10:00 AM – 10:05 AM (5 Minutes)	Welcome and Overview	Kim Sauer and Anastassia Hunte Gardner
10:05 AM – 10:30 AM (25 Minutes)	Discussion Topic	Kim Sauer
10:30 AM – 10:40 AM (10 Minutes)	Supplier Diversity Policy Update	Drew Zavatsky
10:40 AM – 11:20 AM (40 Minutes)	BDAG Recommendations and Updates	Shana Barehand
11:20 AM – 11:25 PM (5 Minutes)	Upcoming contract opportunities	Bart Potter
11:25 AM – 11:30 AM (10 Minutes)	State Contracting Opportunities and Open House	Mark McClurkin
11:30 AM – 11:55 AM (25 Minutes)	How are we building small and diverse partnerships	Kim Sauer
11:55 AM – 12:00 PM (5 Minutes)	Closing & Future Meetings	

Meeting Minutes

- **Welcome and Overview**
 - Introductions
- **Discussion topic: What infrastructure support do you think small/diverse businesses require to bid the state contracts?**
 - The PIE Team is discussing ways to create a small business program that will help small and diverse businesses that are OMWBE certified and registered in WEBS.

- We are trying to identify what some small, diverse businesses need help and support in winning proposals. Do these businesses need support in accounting, marketing, planning, consulting, or others?
- If we can identify the top (areas of need), we can develop strategies to address these needs.
- PTAC is an agency that helps in these areas.
- We are reaching out to WSDOT regarding the success of their program to support the infrastructure of addressing these areas of concern.
- There is a support program to address the needs of the WSDOT: [Small Business Support program model-WSDOT](#)
- Mark McClurkin DES Contract Specialist - the monthly “Open House” training that DES will give can be catered to address the gaps in the process of submitting a proposal to compete for a contract award or to address the “disconnects” between the Contract Specialists and the business owners.
- Traci Harrell, CEO/Founder/DEI Consultant of It’s All Better Than Me – DES has done an excellent job of identifying a process that may have been cumbersome (solicitation process) and saying here is what you need to know about that process.
- Shana Barehand (DES Business Diversity & Outreach MGR) – we are looking to develop a small business support program to help businesses *almost* ready to do business with the state. We are focused on *where we can continue* to support that infrastructure to ensure that these businesses are ready to contract with the state.
- We are working very closely with the Department of Commerce, which recently released some grants to non-profits doing this work. Still, DES wants to be hyper-focused on those businesses that may need help along the areas specified in the infrastructure plan.
- **Supplier Diversity Policy and handbook updates**
 - Policy Goals
 - Remove barriers that prevent small, diverse, and veteran businesses from accessing state goods and services.
 - Establish supplier diversity requirements authorized by statute and previous Executive Orders.
 - Support and maintain the governor’s subcabinet tools for equity in public spending.
 - Disparity Study
 - Working closely with OMWBE to support agency compliance with Executive Order 22-01 and the Supplier Diversity Policy.
 - SD Policy addresses all the Disparity Study recommendations cumulatively with OMWBE.
 - Seven of the recommendations addressed by DES SD Policy/Handbook
 - Four of the recommendations addressed by other DES practices and policies.
 - Five of the recommendations are addressed by OMWBE.
 - **Tracy Harrel to invite Drew to present on SD Policy and Shana and DES Director Tara Smith to a future “Black Collective” meeting.


- Disparity Study – Outreach
 - We sought feedback in drafting the SD Policy and its concept, which was used to develop the policy timeline in 2019.
 - We received more than 1400 individual comments on the draft documents in 2021.
 - We worked extensively with several partners throughout the process, including the Business Diversity Advisory Group (BDAG), Procurement Customer Advisory Group (PCAG), the Office of Minority and Women’s Business Enterprises (OMWBE), the Department of Veteran’s Affairs (DVA), the Office of Equity, and the Governor’s Subcabinet on Business Diversity.
- Policy Training Timeline screenshot:





- Tools for Procurement Staff
 - Training video for procurement staff and agency leaders will explain policy and interactive handbook.
 - Interactive handbook will give procurement staff step-by-step instructions for embedding supplier diversity requirements in all aspects of goods and services procurements. DES statewide contracts are undergoing the same process.
- Executive leadership requirements
 - Designate one or more agency leaders responsible for increasing agency spending with small, diverse, and veteran-owned businesses.
 - Publicly post the name and contact information of these leaders.
 - Christine Warnock (DES Policy Team) – DES also has the authority to delegate “purchase authority” to all state agencies, commissions, etc., and DES will be looking at agencies' compliance with the Supplier Diversity Policy. If agencies are non-compliant, they could have their “purchase authority” reduced or suspended.
- BDAG Recommendations and Updates -Shana Barehand (DES Business Diversity & Outreach)
 - Unbundling – is the division of a large contract(s) into more minor agreements and can be done using the parameters of “region” and or “job scope.”




- Standard formats - Every solicitation shall have a standard 1-page cover sheet to include Key dates and budget if known. Forms should be consistent, and we hope to work with other agencies to achieve consistency across different agencies.
 - Outreach Policy - Anastassia Hunte Gardner is leading our “outreach guidance.” Our priority is doing outreach with every single solicitation. We are researching small and diverse businesses to solicit and provide them (small businesses) with the knowledge that we will be requesting for upcoming goods and services.
 - Awards notices – we post the ASB “Apparent Successful Bidder” in WEBS, and winning bids are also published on the statewide portal.
 - Inclusive procurement practices - we have worked very closely with our Contract Specialists to help them identify areas that are barriers to smaller businesses. This language is also in our policies. It will be more fully developed in the policy handbook.
 - Comment from Lee Mozena (Zena Consulting LLC) – there is an opportunity to educate in the monthly training; regarding the partnership aspect (joint-venture) and potential support on how to partner and pursue those “unbundled” contracts.
 - Capacity – how will we evaluate the overall capacity of the bidding team, whether there are partnerships, joint ventures, sub-contracting agreements, etc.? We need to train our evaluators to view those partnerships as having “full capacity.”
 - Non-cost factors – we are already using small and veteran priority points. We have determined that Federal funds cannot be used for contracts with small and veteran points because an “in-state preference” is used in those contracts.
 - OMWBE certification – we require that businesses be OMWBE certified through the SD Policy and that we search for businesses using the OMWBE database.
 - Micro/mini preference – DES is looking at the (micro/mini) preference as Federal funds may not be used when the state “small and veteran” points are awarded on contracts.
- **Upcoming Contracts Opportunities**

STATEWIDE CONTRACTS IN PROGRESS

This is a summary overview of statewide contracts approaching their term end in the next 12 months, as well as new statewide contracts we're working on.  = strong potential for small-business participation.

Title	Status Note	Max Term on Previous Contract
Manlifts	Partially awarded – 1 category on hold	7/25/2019
Solvent Traffic Marking Paint	Not re-bidding – low usage, market issues	2/25/2021
Vehicle Accident Management and Repair	In progress – no responsive bids; reposting by 8/26	3/10/2022
Cutting Edges for Snow Plows and Graders	In progress – evaluations	5/31/2022
ADA Vans, Mini-vans and Specialty Vehicles	In progress – solicitation drafting	6/30/2022
Marine Waste Management Services	Not rebidding - low usage	7/31/2022
Walk-In Step Vans, Various Sizes	In progress – solicitation drafting	8/4/2022
Online Auction Services (NASPO) 	In progress – contract negotiations	8/19/2022
Sweepers (Sourcewell)	In progress – contract awards	8/27/2022
Electrical Supplies	In progress – solicitation drafting	8/30/2022
Native Plants	In progress – evaluations	8/31/2022
Lean Consulting Services	Not rebidding - low usage	8/31/2022
Software Resellers (NASPO)	In progress – contract awards	9/30/2022
Automatic External Defibrillator (NASPO)	In progress - strategy development	10/4/2022
Geotechnical Drilling Services	In progress – solicitation drafting	10/25/2022
Public Safety Video Systems (NASPO)	In progress – contract negotiations	10/30/2022
Towing Services - Thurston County	Not rebidding - low usage	10/31/2022
Park & Recreation/Playground Equipment (NASPO)	In progress	11/30/2022
Less-Lethal Munitions	In progress – solicitation opens 8/17	12/9/2022
Storage Tanks	In progress - strategy development	12/16/2022

Office Furniture	In progress - strategy development	1/21/2023
Vehicle Lifts and Garage Associated Equipment (NASPO)	Determination/research	2/10/2023
Communication Access Real-time Transcription 	In progress - strategy development	2/20/2023
Computer Equipment (NASPO)	In progress	2/28/2023
Medical Products (MMCAP)	Determination/research	3/1/2023
Industrial Absorbent & Adsorbents	Not rebidding - low usage	3/14/2023
Fertilizers	Not rebidding - low usage	3/31/2023
Derelict Vessel and Marine Salvage	Determination research – re-bid	3/31/2023
Lab Equipment and Supplies (NASPO)	Determination research	3/31/2023
Rainwear	Not rebidding - low usage	3/31/2023
Sign Support Materials	In progress – strategy development	4/30/2023
Heavy Construction Equipment (Sourcewell)	Determination/research	5/13/2023
Electronic Monitoring of Offenders (NASPO)	Determination/research	5/31/2023
Scrap Metal Collection and Recycling  I	In progress – strategy development	5/31/2023
Medical Products (MMCAP)	Determination/research	6/25/2023
Communication Tower Engineering Analysis Services	Determination/research	6/30/2023
Janitorial/Industrial Paper Supplies - Green	In progress – strategy development	6/30/2023
Process Server Service 	In progress – strategy development	6/30/2023
Professional Grade Tools and Diagnostic Equipment	Determination/research	6/30/2023
Facilities Maintenance, Repair, and Operations (NASPO)	In progress	6/30/2023
Spoken Language Interpreter Services 	In progress – strategy development	6/30/2023
Condoms (MMCAP)	Determination/research	6/30/2023
Pharmaceutical Returns (MMCAP)	Determination/research	6/30/2023
Food Service Disposables	In progress – strategy development	7/8/2023
Impact Attenuators	Determination/research	7/31/2023
Security Alarm Technology Services	Determination/research	7/31/2023

Employment/Income Verification Services	Awarded	NEW
Project Management (IT Professional Services)	In progress – solicitation drafting	NEW
IT Security (IT Professional Services) I	In progress – solicitation drafting	NEW
IT Development (IT Professional Services)	In progress – solicitation drafting	NEW
Radio Frequency Identification (RFID)	In progress - strategy development	NEW
Discovery Services 	In progress - solicitation drafting	NEW
Porta-potties 	In progress - strategy development	NEW
Adobe Small/Diverse Resellers (Add-on Contract)	In progress – strategy development	NEW
Auto Repair Services	In progress – strategy development	NEW
Litter Pickup 	In progress – strategy development	NEW

Solicitations mentioned that have a solid potential to award contracts to small businesses:

- Online Auction Services (NASPO)
- Communication Access Real-Time Transcription – (Part of DES Language Access Program, includes interpreters)
- Employment and Income Verification Services – (just awarded)
- Discovery Services
- Scrap Metal Collection and Recycling – (currently in strategy development)

- Process Server Services
 - Spoken Language Interpreter Services - (Part of DES Language Access Program, includes interpreters)
 - Porta-potties
 - Litter Pick-up
- **State Contract Opportunities & Open House**
 - DES will have a monthly open house with training for state contract opportunities.
 - Goals of this training include:
 - Introduction to state contracting.
 - Finding out if the state is buying what you are selling.
 - Learning how the state purchases goods and services, i.e., Statewide Contracts, direct buys, etc.
 - What do you need to know to become a vendor for the state?
 - Sales reporting
 - Technical assistance
 - How to make yourself visible to the contract specialist.
 - How to ask the right questions on a contract.
 - Request additional training.
 - What are the gaps that are keeping vendors from doing business with the state?
 - More in-depth explaining concepts such as “unbundling.”
 - Explaining “partnerships.”
 - Explaining “preference points.”
- **How are we building small and diverse business partnerships?**
 - Community Partnership update – We regularly share our newsletter and meet with about 20 community organizations.
 - Business seminars: How to do business with state; Business Academy (business incubation programs); Business Conferences, working with Tabor 100, Washington State Korean Association, business incubator program with Pierce College.
 - Small Biz Fair (Sept 24th)
 - COM-grant program-SBIG
 - Follow-up from the June meeting: How do we decide?
 - In general, we discuss an item during the meeting, and if there is consensus among those present at the meeting, we shall take a vote and decide.
- **Closing & future meetings**
 - Wrap-up
 - Would like to sign BDAG members up for the BDAG listserv.
 - Angela Parker (DES Community Outreach Specialist) –working with DES Communications to develop a possible newsletter and regular communications and provide a space to disseminate information.
 - Next meeting: September 20, 2022 @ 10 am
 - “Establishing our current communication protocol” is a suggested topic of discussion by Lee Mozena.