

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF MARCH 7, 2023

Policy	Status	Next Steps	Target Completion Date
Contract Management	<ul style="list-style-type: none"> • Enterprise Services discussed concept of a contract management policy with stakeholders at 5/23/19 policy workshop. • Stakeholder feedback was due 6/13/19. • Stakeholder feedback compiled and DES responses provided. • Enterprise Services developed a policy draft based on stakeholder feedback. • Final draft policy sent to DES Management for review. • Enterprise Services discussed proposed draft with stakeholders at 10/23/19 policy workshop. Stakeholder feedback compiled, which was due 10/30/19, and provided DES responses. • Sent final draft policy to C&P Management for approval. • Incorporated implementation of HB1521 into current draft policy. Sent to targeted stakeholders for input – due 11/4/20. • Finalized a draft policy, which incorporates implementation of HB1521. • Revised the policy and developed a contract management procedure document. • Sent draft policy and procedure to target stakeholders on September 28, 2022. Expanded review of the revised policy and the draft procedure to include additional stakeholders, and extended comments submission deadline to November 11, 2022. • Policy Analyst finished incorporating stakeholder feedback and the revised policy, and procedures. Responses to feedback are also undergoing management review. • Updated PCAG stakeholders on the status of the project on February 8, 2023, including updates on outstanding related project activities and timelines. 	<ul style="list-style-type: none"> • Enterprise Services finalizing responses to feedback and make it available on Enterprise Procurement Policy website. • Enterprise Services revising the policy and procedure document based on stakeholders' comments and suggestions as appropriate • Prepare and seek leadership approval of policy package. • DES management is reviewing changes made to the policy and procedure based on stakeholder feedback. Responses to stakeholder feedback are also being reviewed by management. • The policy and procedure document will be posted on Enterprise Procurement webpage upon leadership approval. 	April, 2023
Competitive Solicitations	<ul style="list-style-type: none"> • Enterprise Services discussed proposed concept with stakeholders at 10/23/19 policy workshop. • Stakeholder feedback compiled, which was due on 11/13/19. • Considering how to best incorporate guidance on client service contracts, IAAs, convenience contracts, and other types of agreements. • Developed a policy/guideline outline 	<ul style="list-style-type: none"> • Work with internal stakeholders and leadership to begin development of appropriate tool to outline the requirements of grants, client service contracts, IAAs, convenience contracts, and other types of agreements. 	June 2023

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	<p>Leadership completed review of the draft outline and recommended Enterprise Procurement Policy first hold an informal consultation with stakeholders before sharing the draft outline.</p> <ul style="list-style-type: none"> Revisited the concept of competitive solicitation at a PCAG meeting held on February 8, 2023. Sent out a survey recently to gauge stakeholders' interest in the competitive solicitation. As of February 15, 2023, 11 stakeholders completed the survey. 90% say a guidance document is needed on the subject and 64% prefer guidelines. Survey feedback assessed in consultation with leadership. 	<ul style="list-style-type: none"> Develop a project plan and timeline for leadership approval. 	
Competitive Contracting Manual	<ul style="list-style-type: none"> Identified impacts of HB1521 to Competitive Contracting Manual. 	<ul style="list-style-type: none"> Incorporate implementation of HB1521 into current Competitive Contracting Manual (90% completed). Send to targeted stakeholders for input. Finalize the Competitive Contracting Manual, which incorporates implementation of HB1521. 	May 2023
Recycled Content Purchasing Preference Policy	<ul style="list-style-type: none"> An update was required based on the new language in HB 1799 related to compost products. Policy has been updated to reflect the requirements outlined in HB 1799. DES Director signed off on Policy March 3, 2023. Final Communication Plan sent to C&P Communications on March 3, 2023. 	<ul style="list-style-type: none"> C&P Communications will notify Stakeholders about changes to the policy and how it will affect them. Changes to Desk Aid are in the process of being made to reflect revised policy. 	March 3, 2023
Sole Source	<ul style="list-style-type: none"> The policy and related document are due for revision in 2024 and efforts are underway to revise the policy. 	<ul style="list-style-type: none"> The Policy Analyst will begin gathering information to determine the gaps to be addressed in the policy. Work will begin on project schedule to estimate related project activities timelines. 	TBD

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Purchases of Washington Grown Food	<ul style="list-style-type: none"> The policy and related document are due for revision in 2024 and efforts are underway to revise the policy. 	<ul style="list-style-type: none"> The Policy Analyst will begin gathering information to determine the gaps to be addressed in the policy. Work will begin on project schedule to estimate related project activities timelines 	TBD