

Small Works Committee

Meeting Notes 6/9/2023

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Members: (14 members, 5 alternates 8 = quorum)

x	Bill Frare, DES – Owner State (Co-Chair)
x	Dawn Egbert, Ports
x	Bobby Forch Jr., Diverse Business
x	Josh Klika, MRSC
	Scott Middleton, MCAWW
x	Karen Mooseker, School Districts
x	Sharon Harvey, OMWBE
x	Brenda Nnambi, Transit

x	Irene Reyes, Private Industry\DBEs (Co-Chair)
	Mark Riker, Labor
E	Cathy Robinson, Cities
x	Jolene Skinner, L&I
E	Kara Skinner, Insurance/Surety
	Olivia Yang, Higher Education
	<i>Vacant</i> - Counties

Alternates:

x	Mark Nakagawara, Cities (alternate)
x	Angela Peterson, Ports (alternate)
	Julie Underwood, Cities (alternate)

x	Brian Ross, Higher Education (alternate)
x	Maja Huff, Higher Education (alternate)

Guests:

	Talia Baker, DES Support
	Clair Moerder, MFA
	Shamekia Moultrie (DVA)
	Cindy Magruder, UW
	Reasa Pearson (LNI)
	Ashlee Delaney (OMWBE)
	Lekha Fernandes (OMWBE)

	Theresa Gonzales, MRSC
	Ellen Saline (LNI)
	Jon Rose, MRSC
	Brenda Portaro (OMWBE)
	Janet Jansen (DES)
	Brynn Linville, MRSC

Meeting started at 1:31 pm

Discussion Highlights:

- Co-chair Frare started off with a progress report from the last meeting’s implementation planning discussion. DES staff filed the CR-101 this week, and they are sending out official notices to their stakeholder list today. From there, they are moving into developing draft rules, right on schedule.
- Jon Rose gave an update on the MRSC work. They are still in the scoping phase, which includes starting to consolidate planning with OMWBE, L&I, and DES. They have formed the implementation advisory group and are planning to hold their first meeting on July 11. At this meeting, they plan to develop a structure for gathering feedback on development of criteria. They are hoping to have this in place before the next CPARB update on September 14, 2023.
- Sharon Harvey gave an update on OMWBE. Between now and July, they are establishing new positions, recruiting new staff and planning for onboarding. By the end of June, they plan to develop expedited rules for implementation. Since this is a new certification type and not a new program, the expedited development process is allowed. They are also working with IT to gather requirements for the new certification platform. They are on track to get this implemented within their timeline of 111 days. On the communications plan, OMWBE staff are working to collaborate with DES and others to coordinate communication around the new certification and roster. OMWBE staff are also holding internal meetings to keep on track.

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- Jolene Skinner shared that L&I is working through IT updates and will be coordinating efforts with OMWBE for the new certification type for small business. Reasa Pearson provided an update on rulemaking. They will also be doing an expedited rule change as there are no substantive changes. The effective date will be set for July 1, 2024.

Outreach coordination

- Co-chair Frare shared that he and Co-chair Reyes have begun to do some outreach to external stakeholders. He asked when a good opportunity would be to go before the subcommittee overseen by OMWBE to talk about what they're doing. Sharon shared that October is a good time for that.
- Jon asked for a better sense of what groups the committee is trying to reach with in-person outreach across the state—is it state or local government, associations, business owners? Josh Klika is working with L&I and the Department of Revenue to implement separate trainings across the state, so there is an existing opportunity to plug into. Jon asked committee members to think about who should coordinate reaching these groups, noting that this work can be split up.
- Co-chair Frare shared there are specific groups he wants to get this information to, but he doesn't need to be the face of this effort, and he doesn't know exactly everyone this needs to get to. His impression is that this committee mainly wants to share what was passed, what's changed, how to use the tools, and how this will impact people. The message is likely to change over time and will look different for small agencies, small businesses, etc.
- Sharon Harvey shared that Eden Techout could help coordinate communications. Co-chair Frare shared that the person he relies on is Emily Brown, who works in DES's communications division, but she's embedded in the program.
- Co-chair Frare shared another group he wants to reach is Tabor 100, and Sharon agreed that OMWBE can join that meeting as well.
- Jon is beginning to reach out to stakeholders in local government, and he wants to see if anyone else from this committee intends to do the same. He noted that he has started an email thread to get some coordination around this. Co-chair Frare agreed that it's a great plan and would like to bring Emily Brown into that planning process. He asked who needs to be involved in this communications and outreach subcommittee, suggesting representatives from OMWBE, MRSC, DES, L&I. Jolene will probably bring in Chuck Ziegert to represent L&I, because he has already been working with MRSC.
- Jon shared there may be multiple phases to rollout. In general, this could start with "hi, this is happening," then "here's our first impression of how this will get implemented," then, "this is what's in place, and these are the best practices for using these tools." MRSC has the third wave as their primary responsibility. Other organizations should plug in on the first two, especially the second phase—proposed implementation.
- Sharon asked if Emily Brown could help OMWBE as well. Maybe this committee could have a shared document/list where everyone logs their outreach and follow-up needs. Jon liked that idea. Co-chair Frare asked where it would live. Does it go on the DES website? Talia Baker can develop and keep the document and web page updated. Bill shared that presenters conducting outreach will be responsible to pass along action items to anyone not present at those meetings.

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Discussion of Bonfire

- Brian Ross flagged the issue of self-identifying your ability to do work on the MRSC roster. The other issue is Bonfire, which is linked to MRSC. Washington State University (WSU) uses that tool successfully. It would be great to make that resource free or highly discounted. He shared his team has also been told there are some issues for setting up the bid sheet in Bonfire. He thinks it would be hugely advantageous for anyone using the MRSC roster to also use Bonfire. Bill asked if Brian uses it for other purposes than the small works roster. Brian shared that because of the limitations built in, they only use it for the small works roster.
- Jon shared some context. When they were establishing their partnership with Bonfire, MRSC saw that with the requirement to invite all businesses, there was an increasing need to use some kind of electric platform to manage the process more effectively. Pricing for this type of program is typically \$8,000 - \$10,000, but the current price of \$2,500 is a deal they were able to make with some of the built-in limitations and their ability to bring scale to the platform. There are options to find funding to offer a free option, and improvements to the online platform are under discussion, including the self-identifying issue. There are methods in the rules for removing people who don't meet what they indicate on their application, so it is currently under discussion whether to remove or vet people before they join.
- Brian asked if they could meet with someone from Bonfire, because some of the tweaks might be relatively easy to make without a huge investment. Jon and Brian agreed to work on that together. Promoting Bonfire could be a good thing to highlight in the communications outreach as well, to let businesses know it's a great resource.
- Cindy Magruder shared that University of Washington uses their own bidding platform and asked whether all agencies will need to use Bonfire. Jon shared that no, while it makes sense for larger agencies to use electronic bidding, they may choose a different platform. MRSC wants to offer something at scale for agencies who can't develop or partner on their own platform.
- Brian shared that when using Bonfire, creating a roster list in MRSC makes it very easy to copy into the online bidding platform, which is how bidding invites get sent out. E-builder, which WSU used before, didn't have that. Workday may or may not have that capability; Cindy will look into it. Jon shared that you can also use Bonfire for any type of contracting, not just small works.

Outreach coordination, continued

- Sharon shared that the biggest barrier for OMWBE is the coordination of efforts on communications and outreach, to avoid duplication.
- Lekha Fernandes asked Co-chair Reyes to review OMWBE's communication plan for the small business and DBE community. Co-chair Reyes said she would love to, noting she had also met with Jon and Josh on a similar question. Co-chair Reyes shared she is happy to be a conduit between small businesses and any committee for CPARB.
- Brian offered to give a demo on Bonfire to anyone present at the meeting. Co-chair Frare mentioned DES is implementing it soon for design-bid-build, noting that Janet Jansen and others at DES may want to see a demo. Co-chair Reyes also expressed interest in seeing a demo.
- Jon asked as members clarify direct contracting and realize they may need to form a rule, does DES execute all rules? If so, when do they need to have draft rules in their hands? Co-chair Frare shared that he doesn't have a definite timeline on that. DES is hoping to move to CR-102 before

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September so that MRSC will at least have the final draft rules in advance of developing criteria and requirements. DES needs to put their thoughts down on paper and discuss it with key players, such as the Department of Natural Resources, Washington Department of Fish and Wildlife, and the Department of Parks and Recreation. Co-chair Frare shared that he doesn't know whether universities need to follow DES rules, since they aren't state agencies. That's basically the group he wants to make sure has first opportunity to provide feedback on what the committee is suggesting.

- Jon asked whether that outreach is planned for before or after September. Co-chair Frare shared that after some initial drafting and stakeholder outreach, DES plans to file their CR-102 with formal rules in September, then go through the public hearing process. Coordination needs to happen parallel to MRSC's criteria development so nothing implemented in the rulemaking process is contrary to the criteria development.
- Co-chair Reyes asked to hear from WSU on lessons learned and any flaws with Bonfire. She also stressed the importance of communicating with the small business community on implementation strategy.
- Josh asked as he is developing the plan for in-person trainings with MRSC and L&I, whether there is someone he should communicate with at DES on this process, as they may be sharing information on the small works roster updates. Maybe someone from DES would like to attend the trainings as well? Janet Jansen will be that person from DES and will coordinate with Josh.

Development of the next agenda

MRSC and the other agencies will give an update on their progress, including any rules drafted, and the committee will hear an update from the communications subcommittee on the communications plan/process. Any adjustments to the schedules shared today will be shared, and feedback will be provided by the full committee. The next meeting will take place on July 14, 2023 at 1:30 p.m.

Action items:

1. Members agreed to skip approving meeting minutes.
2. DES support will investigate options for the Committee webpage for outreach coordination.

Meeting adjourned at 2:23 pm

References\Resources: