

MEETING MINUTES

Wednesday, September 27, 2023, 1:00 – 3:00 PM

Washington Association of Contracts Specialists

Facilitator: Elena McGrew-Statewide Enterprise Procurement Manager, Department of Enterprise Services (DES)

Meeting started at 1:00 PM via Teams with welcome and introductions. There were approximately 123 attendees.

Opening Elena McGrew - Statewide Enterprise Procurement Manager Welcome and Introductions

- Overview of the agenda

- Derek Puckett-Director of Policy & Government Affairs, Washington Technology Solutions
 - Policy Changes Overview
 - Updates are being made to the WaTech Security Policy (141.10)
 - Derek Puckett shared a PowerPoint explaining the new updates including the flow of policy vetting process and progress on the rewrite.
 - Resources:
 - [Policies, Procedures and Guidelines | OCIO \(wa.gov\)](#)
 - [Technology Policies and Standards Naming Convention Standard | OCIO \(wa.gov\)](#)
 - 141.10 (parts rescinded): [Securing Information Technology Assets Standards \(Parts Rescinded\) | OCIO \(wa.gov\)](#)
 - You can request access to the Teams Policy-Standards by reaching out to Derek at: derek.puckett@watech.wa.gov

- Corinna Cooper & Sundae Delgado- Strategic Business Initiatives Manager & Procurement Training Manager, Department of Enterprise Services
 - Procurement Manual Update
 - Corinna Cooper gave an overview of changes coming to the DES Procurement Tools and [Contract Liaison Services | Department of Enterprise Services \(DES\) \(wa.gov\)](#)
 - Sundae Delgado showed a PowerPoint on the Procurement Manual explaining how to search the site and use available tools.
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- Keegan Barnes-Management Analyst 4, Department of Enterprise Services
 - Policy Changes Overview
 - Keegan Barnes shared an overview of the DES Contracts Search page along with pointing out updates.
 - Default sorting for contracts on the search tool
 - Certified OMWBE small and veteran owned businesses first, followed by those without certification.
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- Contract summary page
 - Same sorting as those in the search tool
- Added a tag stating a business is main ORD.
 - Use of Federal Dollars
- Tables for vendors and subcontractors to show small and diverse businesses.
- Selecting “planned procurement” on dropdown will show all upcoming solicitations that DES is working on and what step they are in
- Solicitations also show updates such as terminations and suspensions.
- Resources:
 - <https://apps.des.wa.gov/DESContracts/>

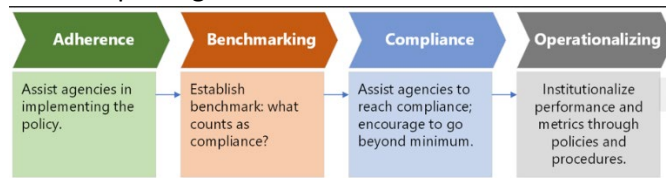
➤ Ernesto Perez-Management Analyst 4, Department of Enterprise Services

▪ Supplier Diversity Policy Implementation

- Teams Chat for SDCP (Supplier Diversity Community of Practice) is now live.
 - Join the Teams Chat for SDCP (Supplier Diversity Community of Practice) for updates.
 - https://teams.microsoft.com/l/team/19%3awnB_UpvX_jrJTTZ0tYRtA7Zz4nJKo_ANLcgmJr7EEXk1%40thread.tacv2/conversations?groupId=e0519598-45b3-4653-94c4-e9a9951365ae&tenantId=11d0e217-264e-400a-8ba0-57dcc127d72d
 - Teams Group Passcode: 42xvz29
 - Email Ernesto to join.
 - Ernest.perez@des.wa.gov
 - Join the SDCP Monthly Meetings through Teams
 - Next meeting is October 19th.
 - Join the next lunch and learn on Tuesday, October 3rd.
 - <https://des.wa.gov/about/news-center/news/2023/procurement-professionals-invited-supplier-diversity-policy-lunch-and-learn-series-0>
- Supplier Diversity Policy Implementation

- Still in the adherence phase (April 1st)

- Forecast posting is due on October 1st



- Working on minimums and reasonable expectations
- Risk assessment and bench marking next year where reasonable minimums will be agreed upon.

- Virtual handbook updates

- Removing FAQ about applying evaluation points to bidders who provide a subcontractor’s inclusion plan

- Reach out to Ernesto and team with suggestions on what's working/not working.
 - Evaluation Points
 - Use examples with text.
 - [Contract Liaison Services | Department of Enterprise Services \(DES\) \(wa.gov\)](#)
- Shana Barehand- Business Diversity & Outreach Manager, Department of Enterprise Services
 - Evaluation Bias
 - Looking for solutions to eliminate bias during interview and evaluation period.
 - Shana Barehand shared available trainings with Harvard: <https://gplpen.hks.harvard.edu/>
- David Jorgensen-Enterprise Procurement Policy & Protest Admin, Department of Enterprise Services
 - David Jorgensen shared some insight to a new policy affecting Contract Management Policy and Contract Policy Procedures
 - To help create uniform standards for effective and efficient management of contracts.
- Julie Aalberg-Management Analyst 5, Department of Enterprise Services
 - Julie shared a PowerPoint about NIGP and NASPO along with the benefits of certifications through their training programs.
 - All available links shared:
 - [National Association of State Procurement Officials - NASPO](#)
 - [UPPCC Website](#)
 - **The Institute for Public Procurement (NIGP)**
 - <https://www.nigp.org>
 - [Home - Washington State Chapter of NIGP \(wanigp.org\)](#)
 - **Center for Procurement Excellence (CPE)**
 - Ask the RFP – web series
 - [Ask the RFP Doctor | Center for Procurement Excellence \(center4procurement.org\)](#)
 - <https://center4procurement.org/rfp-doctor/>
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
 - Call for WACS Meeting Topics
 - Please email DESCPAdmins@des.wa.gov for suggestions on meeting topics.

Meeting was adjourned by Elena McGrew at approximately 3:00 pm