

MEETING MINUTES

Wednesday, September 7th, 2022, 1:00 – 3:00 PM

Washington Association of Contracts Specialists

Facilitator: Elena McGrew Statewide Enterprise Procurement Manager, Department of Enterprise Services

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

Opening Elena McGrew, Welcome and Introductions

- Overview of the agenda
- New employees-please put your name and title in the chat

- Christine Warnock-Enterprise Procurement Policy & Compliance Manager, DES
 - Policy Update
 - Supplier Diversity Policy: Working with OMWBE, Office of Equity and Department of Veterans Affairs, and Governor's subcabinet. Primary partners in this effort. The Policy has been signed by the DES Director. Rolling it out in the next month. Policy has been posted to our webpage. Will also be launching the "How to" An interactive handbook being developed. There will be examples, tools, trainings posted around October 1st. Policy goes into effect April 1, 2023.
 - Revisions to the non-mercury preference on products policy. Made August 1st, posted on the webpage.
 - Contract Management Policy: Stakeholder outreach will start next month
 - Competitive Solicitations: Not sure if it will be a guideline, policy, or procedure. An outline has been developed.
 - Revision to the HFC's policy: Came from House Bill 1050 passed in the 2020 session.
 - Competitive Contracting Manual: Working on incorporating the impacts from HB 1521.

- Elena McGrew-Statewide Enterprise Procurement Manager, DES
 - Common Headaches and Questions: Public Works & Correctional Industries
 - Very little agencies deal with Public Works.
 - Tip: Contract local Public Works department
 - If it's routine maintenance it's probably covered, if it isn't, it probably is not covered.
 - L&I (Tammie Wilson) will have someone available to speak on the Prevailing Wage piece at a later meeting.
 - Correctional Industries:

- Team Cypress, Stacia Wasmundt & Julie Aalberg-Contracts Specialists, DES
 - IT Professional Services
 - A lot of agencies have been looking for contracts in this area
 - Moving from a two-tier contract method to a multiple award contract

- Will have a list of vendors to choose from; doing this because of feedback received from customers and vendors regarding the current contract
- IT Professional Services Re-Bid website shown
- PowerPoint on the website has information about the ITPS current process, feedback from customers and the proposed solution.
- Alisha Ghanie, Business Operations Manager, DES
 - Agency Contracts Report:
 - Reports Due October 31st
 - 7% accepted so far
 - DES posts data to data.wa.gov once they are compiled
 - Typical questions:
 - Diversity status for small businesses; New field added this year. If the vendor is an out of state small business, they should still be marked no. We want only WA State certified small businesses
 - Autofill Diversity Status for Agencies and Higher Educations
 - Naming Convention in Template-Names pulled from WEBS
 - Submit report via the link to box.com located on the Agency Contract Reporting webpage
 - Set up time with DES Staff if you need help or have questions
 - IT Contract Reporting:
 - Deadline has passed (September 1st)
 - Reporting numbers: 92% received by the hard deadline
 - Timeline to submit to the legislature: Needs to be submitted by October 31st
 - Enhancements:
 - Vendor Name Clean-Up
 - Considerations for Statewide Contract Data
 - Autofill Information
 - Training Considerations
- Elena McGrew
 - What topics do you want included at the next meeting, March 2023?
- Linda Hodgson, Contracts Training Manager-DSHS
 - Upcoming NIGP Washington Meeting-October 19th, all day-virtual meeting

Meeting was adjourned by Elena McGrew at approximately 2:24 pm.