

## MEETING MINUTES

Wednesday, September 4, 2024, 1:00 – 3:00 PM

### Washington Association of Contracts Specialists

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

Meeting started at 1:02 PM via Teams with welcome and introductions. There were approximately 189 attendees.

**Opening** Elena McGrew - Statewide Enterprise Procurement Manager Welcome, Ice Breaker, and Introductions

- Overview of the agenda
  
- David Mgebroff- Procurement Supervisor, Department of Enterprise Services
  - Prevailing Wage in Goods and Services Procurement
    - David is sharing a PPT on Prevailing Wages basics discussing some of the following:
      - Requirements, benefits, when it is applicable (RCW 39.12.020), rates, exceptions, and who must pay (RCW 39.12)
        - Rates depend on when a bid is due or the contracts award dates
        - Exceptions include but are not limited to janitorial contracts and job order contracts
      - Laws/Rules: RCW 39.12, WAC 296-127
      - Resources:
        - RCW 39.12
        - WAC 296-127
        - L&I Website
          - [Prevailing Wage Rates](#)
          - [Scopes of Work \(trade/occupation\)](#)
          - [Contractors](#)
  
- Michael Callahan & Samantha Zee- Contracts and Procurement Manager & Enterprise Technology Policy Manager, WaTech Policy Team
  - New IT Acquisition Policy Draft
    - Michael talks about efforts to draft and create a new enterprise policy for IT System and Service Acquisitions
      - The intent is to ensure that all procurements and process align with IT policies and standards.
      - Currently in early drafting process
      - Collaborating w/ DES to create contract templates clauses and updates to the procurement manual
        - To be added to any procurement or contract process

- Samantha discusses the policy review cycle process and longevity
    - Policy review cycle will take ~6 months
    - Policy will be renewed regularly once in place
  
  - Katie Holder- Management Analyst 5, Department of Enterprise Services
    - WEBS Updates
      - Katie demonstrates how to navigate updates on the WEBS vendor site
        - In the vendor module, vendors will see these questions on their accounts
          - They must select one of the four options:
            - Not a WA based small business
            - They are a small business
            - Mini/micro business (does not have to be based in WA)
        - New selection options for: Annual Gross Revenue, Number of Employees, and Location
        - What qualifies as a small business
          - <https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26.010>
        - Reach out to [WEBScustomerservice@des.wa.gov](mailto:WEBScustomerservice@des.wa.gov) w/ questions
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- Sundae Delgado- Procurement Training Manager, Department of Enterprise Services
  - Procurement Training Updates
    - Sundae is sharing a PPT on Washington Procurement Academy (WPA)
      - Updates
        - Some courses are no longer required
          - Wage theft 18-03, PCBs & Procurement, Anti-discrimination
        - Starting Jan 2027 – Courses to be repeated
          - Environmental Procurement, Supplier Diversity, Procurement Ethics, Small Purchases
        - Courses being written
          - Sole Source Purchases (2025), RCW 39.26 basics
          - (2025) IT Purchases (2026), IAA Purchases (2026), Contract Manager Updates (2027), Procurement Professional Updates (2027)
        - Required courses: [Required Contract and Procurement Courses](#)
        - To join the Training Advisory Group, reach out to [Sundae.Delgado@des.wa.gov](mailto:Sundae.Delgado@des.wa.gov)
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- Olu Agbaje & Drew Zavatsky- Enterprise Procurement & Policy Admin, Department of Enterprise Services
  - Direct Buy Policy and Risk Assessments
    - Olu goes over the Direct Buy Policy
      - Direct Buy Policy Buy Refresh Project

- Aiming for a revised policy in place by March 2025
      - In the process of contacting state agencies and stakeholders to see access data from direct buys
        - Survey closes on September 19<sup>th</sup> (1:22)
          - Survey link: [Direct Buy Survey: Agency Purchasers \(office.com\)](https://directbuy.wa.gov)
      - Drew discusses the schedule for when agency risk assessments will occur
        - Risk assessments will occur this winter
          - Agency schedule: [DES Word Document Template \(wa.gov\)](https://des.wa.gov)
        - Tara will be releasing an announcement of risk assessment this winter
          - Announces the commencement date and other details
          - Going to all procurement professionals
          - Agency POC should fill out the intake form
- Shana Barehand- Business Diversity and Outreach Manager, Department of Enterprise Services
  - DES Policies Updates
    - Shana talks about Supplier Diversity Policy and WA Procurement Connect
      - Supplier Diversity Community of Practice Teams Channel – Reach out to Ernesto Perez ([ernesto.perez@des.wa.gov](mailto:ernesto.perez@des.wa.gov)) to be added
      - October 8<sup>th</sup> WA Procurement Connect
        - Sponsored by DES and NIGP Washington Chapter
          - Three tracks
            - Procurement professionals, professional development, and businesses
        - Free training & counts as credit towards NIGP certification as a procurement professional
          - Some classes include insurance to mitigate risk, supplier diversity, green purchasing, beginner procurement classes included
        - 200 Washington small businesses will be attending
        - Link to event page: [Join us for Washington Procurement Connect 2024 | Department of Enterprise Services \(DES\)](#)
          - Volunteers welcome
          - Free lunch
          - Reach out to Ernesto Perez for registration
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Procurement Manual and Contract Summary Updates
    - Elena gives a briefing on the procurement manual
      - DES > Purchase > WA State Procurement Manual [Washington State Procurement Manual | Department of Enterprise Services \(DES\)](#)
      - Policies, tools, and templates available

- Organized by Laws, policies, purchasers then by contracts and competitive procurement
      - Reach out to [ContractsLiasion@des.wa.gov](mailto:ContractsLiasion@des.wa.gov) with questions
    - Contract Summary Update
      - Recent enhancement of the contract summary page
        - Under Contact Information –Feedback Form link
          - List of Customers and Vendors for the Contract link
            - Shows all other agencies that are using that contract and which vendors
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Open Discussion
    - Solomon Shird- WSDOT, inquires about finding WACS meeting minutes and presentations
      - Presentation slides available after WACS meetings
      - Previous presentations and meeting minutes can be found here: [Washington State Association of Contract Specialists \(WACS\) | Department of Enterprise Services \(DES\)](#)
    - Amel Alsalman- Procurement Program Contracts Manager, FFA brings up the topic of AI and AI usage
      - WaTech is creating the policy/recommendation standards for AI
        - You may have a rep. at your agency that can help answer future questions
      - Deadline for AI standards will be complete by EOM (9/30/2024)
      - Legal standard drafts should be available Oct./Nov., no later than Jan. 2025
      - Resources: [Artificial Intelligence Resources | WaTech](#)
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Call for WACS Meeting Topics – Hoping to discuss more on the following:
    - More information on AI
    - Agency-wide standard approach to non-cost evaluations
    - Next WACS meeting is scheduled for March 5, 2025. Please email [DESCPAdmins@des.wa.gov](mailto:DESCPAdmins@des.wa.gov) for suggestions on meeting topics.

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