

## MEETING MINUTES

Wednesday, March 5, 2025, 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 1:01 PM via Teams with welcome and introductions. There were approximately 207 attendees.

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

- Overview of the agenda
  
- Elena McGrew and Kelli Carmony- Statewide Enterprise Procurement Manager and Procurement Supervisor, Department of Enterprise Services
- State Procurement Manual Updates
  - Updates to Exhibit B's (non-cost exhibits) to be complete by April
    - Workshop will be available late spring/early summer
      - Kelli discussed standard tools and templates for non-cost exhibits and evaluations
  - Procurement Manual can be found on DES webpage: [Washington State Procurement Manual | Department of Enterprise Services \(DES\)](#)
  
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
- How are Things Going with Equity Use?
  - Elena talks using Access Equity System
    - Subcontractor usage and reporting and outreach module
    - There is an expectation to use Access Equity for subcontractor usage and reporting
    - Language is available to add to contracts involving this
  - Elena opens the discussion for others to share issues/concerns with potential subcontractor usage and reportage
  - Elena opens the discussion to Outreach Emails and asks others to share their experiences with direct outreach
  
- Megan Matthews- Director, Office of Equity
- Equity in Contracting Discussion
  - Megan introduces herself and gives a brief overview of her scope of work
  - Megan is working on removing barriers and improving outcomes for people across the state and currently working with agencies on issues with contracting systems

- Discusses the feedback that she has heard from small and micro businesses and how Office of Equity can help improve the system
  - Megan opens the discussion by asking for others to share what they've heard and to share thoughts and ideas
  - Megan asks about barriers on internal processes or policies that may be a concern
- Greg Tolbert– Legal Services Manager, Department of Enterprise Services
- Legislative Session Review
    - Greg shares a PowerPoint going over the legislative session this year
    - Greg discusses the timeline of this legislative season and what bills have passed and what they will impact
    - Goods and services contracts
      - Court interpreters, hydrofluorocarbons, language access providers, and prevailing wages
    - Public works contracts and procurement
      - Responsible bidder criteria, prime contractor bidding submission requirements, design-build projects – bonds, and prevailing wages
    - Other bills that impact contracts
      - Service contracts, EV batteries, transportation procurement (WSDOT), turfgrass seed contracts, photovoltaic module stewardship and takeback program, call centers, and transportation procurement (WSDOT)
    - Greg discusses bills that are dead but will likely come back next year for legislative session
- Olu Agbaje- Enterprise Procurement Policy & Protest Admin, Department of Enterprise Services
- Procurement Policy Updates
    - Olu provides an update on the policies and projects that are being worked on by the Policy Team
    - Delegated Authority Policy
      - Refreshing current policy that will align with the PRA
      - DES will be sending a survey to stakeholders to provide feedback and will help with revision
    - Procurement Risk Assessment (PRA)
      - PRA process is ongoing
      - There will be four sprints
        - Completed sprint one, getting ready for sprint two
      - See where DES has placed your agency on the PRA webpage: [Procurement Risk Assessment | Department of Enterprise Services \(DES\)](#)
    - Sole Source Contracts
      - Coming to agencies soon
      - Please take the survey to improve the process
    - Direct Buy Purchases Policy
      - DES is hoping to publish documents in June 2025
      - Take the survey: [DES Direct Buy Policy Revisions: Feedback Survey](#)

- Katie Holder– Management Analyst, Department of Enterprise Services
  - WEBS Updates: Small Businesses, Winning Bids, Archiving, etc.
    - Katie discusses WEBS
      - Small business enhancements launch March 13<sup>th</sup>
      - Current state option in WEBS must select small, mini, micro, or not applicable
        - It will allow vendors to select their annual gross revenue, no. of employees and if owned and operated from all other businesses
          - This will help clarify who is a small business
        - When searching for a vendor, you will now see “SBO” is OMWBE small
      - Katie talks about award documents
        - Publicly post award and bid documents
          - Customers can add those documents in WEBS as part of solicitation documents
          - Bid calendar shows current solicitation opportunities
            - To add a spot to see the award documents on those solicitations
      - Archiving solicitations
        - Once a solicitation is closed, customers are not fully archiving their solicitations
        - Working on solutions on how to ensure those solicitations are archived and not just closed
- David Mgebroff– Deputy Enterprise Contracts Council, Department of Enterprise Services
  - Procurement Guidelines and Language for AI Executive Order 24-01
    - David goes over how the state will use AI and gives a brief overview on the following resources
      - Resources can be found here:
        - WaTech AI resources landing page: <https://watech.wa.gov/artificial-intelligence-resources>
        - Interim AI guidelines: <https://watech.wa.gov/sites/default/files/2024-03/State%20Agency%20Generative%20AI%20Guidelines%208-7-23%20.pdf>
        - Risk Guidance (developing): [https://watech.wa.gov/sites/default/files/2025-01/EO%2024-01%20Risk%20Guidance\\_Final.pdf](https://watech.wa.gov/sites/default/files/2025-01/EO%2024-01%20Risk%20Guidance_Final.pdf)
        - Guidelines for Deployment of Generative AI: [https://watech.wa.gov/sites/default/files/2024-12/Equity%20Analysis%20Guidelines%20for%20Deployment%20of%20Generative%20AI-WaTech\\_2024.pdf](https://watech.wa.gov/sites/default/files/2024-12/Equity%20Analysis%20Guidelines%20for%20Deployment%20of%20Generative%20AI-WaTech_2024.pdf)
        - Generative AI procurement guidance: <https://watech.wa.gov/sites/default/files/2024-11/Initial%20Procurement%20Guidelines%20for%20GenAI%20Final.pdf>

- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Open Discussion
    - Elena points the discussion towards tariffs
      - [DES ContractsLiaison@des.wa.gov](mailto:DESContractsLiaison@des.wa.gov) is a good resource to utilize for questions
  
- 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 September 3, 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 2:59 pm