

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF November 9, 2022

| Policy | Status | Next Steps | Target Completion Date |
|---------------------------|---|--|------------------------|
| Revision to HFCs Policy | <ul style="list-style-type: none"> • HB 1050, which was passed during the 2021 legislative session, went into effect on July 25, 2021. The bill amends RCW 39.26.310 requiring the Department of Enterprise Services (DES) to establish a procurement policy that provides a preference for a refrigerant that meets the quality requirements set forth in federal regulations. • Enterprise Services drafting proposed revisions to the existing HFCs policy. • Policy Advisor incorporating additional feedback from stakeholders before forwarding draft policy to management for review. | <ul style="list-style-type: none"> • Conduct internal review of the revisions made to the policy. • Revise training desk aid. • Seek management approval of the revised policy and desk aid. | December 2022 |
| Contract Management | <ul style="list-style-type: none"> • Enterprise Services discussed concept of a contract management policy with stakeholders at 5/23/19 policy workshop. • Stakeholder feedback was due 6/13/19. • Stakeholder feedback compiled and DES responses provided. • Enterprise Services developed a policy draft based on stakeholder feedback. • Final draft policy sent to DES Management for review. • Enterprise Services discussed proposed draft with stakeholders at 10/23/19 policy workshop. • Stakeholder feedback compiled, which was due 10/30/19, and provided DES responses. • Sent final draft policy to C&P Management for approval. • Incorporated implementation of HB1521 into current draft policy. Sent to targeted stakeholders for input – due 11/4/20. • Finalized a draft policy, which incorporates implementation of HB1521. • Developed a contract management procedure document. • Sent draft policy and procedure to stakeholders on September 28, 2022. | <ul style="list-style-type: none"> • Targeted stakeholder comments or feedback expected by November 11, 2022. • DES will respond to feedback and make it available on Enterprise Procurement Policy website. | February, 2023 |
| Competitive Solicitations | <ul style="list-style-type: none"> • Enterprise Services discussed proposed concept with stakeholders at 10/23/19 policy workshop. • Stakeholder feedback compiled, which was due on 11/13/19. • Considering how to best incorporate guidance on client service contracts, IAAs, convenience contracts, and other types of agreements. • Developed a policy/guideline outline | <ul style="list-style-type: none"> • DES management is reviewing draft outline. • Share draft outline of policy/guideline with stakeholders at a future policy workshop or by other means for feedback upon management approval. | June 2023 |

| Policy | Status | Next Steps | Target Completion Date |
|---|--|--|------------------------|
| Competitive Contracting Manual | <ul style="list-style-type: none"> Identified impacts of HB1521 to Competitive Contracting Manual. | <ul style="list-style-type: none"> Incorporate implementation of HB1521 into current Competitive Contracting Manual (90% completed). Send to targeted stakeholders for input. Finalize the Competitive Contracting Manual, which incorporates implementation of HB1521. | March 2023 |
| Recycled Content Purchasing Preference Policy | <ul style="list-style-type: none"> Update required based on the new language in HB 1799 related to compost products. Currently updating the policy and training materials to reflect the requirements outlined in HB 1799. | <ul style="list-style-type: none"> Revise the policy and seek management approval Post approved revisions and notify agencies. | January 2023 |