



Business Diversity Advisory Group Minutes

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

May 21, 2019 · 10:00 AM – 12:00 PM

NEW webinar system: Join Zoom Meeting

[at https://zoom.us/j/6485405456](https://zoom.us/j/6485405456)

Call in: 1 669-900-6833

Meeting ID: 648 540 5456

Members Present

ABN Technologies LLC, Trena Payton
ASAP Translation Services, Maria Gutierrez
Blue Shift Media, Danny Hankins
Birch Equipment Rental and Sales Inc., Cara Buckingham
Blackstar Services Inc., Daucey Brewington
Excel Supply Company, Irene Reyes
JRivera Associates, Inc., Jose R. Rivera
Ovation Technology LLC, Malcolm Waters
Pacific Office Solutions LLC, Julie Valdez
Resilient Learning & Solutions LLC, Carl Newhouse
Sybis LLC, Jeremy Djajadi
The Part Works Inc., Katie Parris
TokuSaku Inc., Matt Iseri
Washington PTAC, Tiffany Scroggs
Yates Consulting, Henry Yates

Staff Present:

Jaime Rossman
Deputy Assistant Director
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Erin Lopez
Business Diversity Initiatives Manager
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Josh Klika
Procurement Supervisor
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Topic

Welcome & Overview

Introductions & overview of today's agenda

Business Diversity Advisory Group (BDAG) Overview

- Charter
- Meeting culture/ practices: Zero to Five, guiding practices
- Meeting location – open discussion based on member feedback
 - Discuss the possibility of rotating the meeting location.
 - If we meet in central/ eastern WA, we may attract more applicants from across the state.
 - Possibility of meeting 1-2 times per year in other regions with focused meetings, maybe SeaTac and Ellensburg. The idea was also discussed about having a meeting at the same time as an event.
 - DES offered to send out a survey to gain more clarity from the full membership to bring to the next meeting.

History

- 2018 - 2019 Year in Review
 - Members requested revisiting Amazon reporting.
 - Discussion around race and gender neutral and race and gender preference (legal framework).
- Overview of last meeting and minutes

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DES Updates

- Statewide Disparity Study will be available soon and posted on OMWBE's website.
- BDAG Website draft content is complete and available for member feedback. We will post after confirmation of content from members.
- Business Diversity and Marketing Manager position has not been filled, we have an active recruitment.
- Policy

- Review policy calendar for schedule update.
- Refresh on updates in delegation of authority.
Highlighted FAQ question #3.

Question: In regards to Master Contracts what is an example of "cannot justifiably satisfy the agency's needs"?

Answer: Agencies are directed to use their discretion and good, sound judgment when making the decision to not purchase from a master contract.

For example: the product available from the master contract does not meet the required performance specifications, the contractor's delivery time does not meet the agency's needs, the agency requires different terms (i.e., warranty provisions or insurance requirements), etc. In addition, all agencies have been encouraged to increase their small, veteran owned and diverse spend. If these options are not available on a master contract and an agency has identified a spend option that meets its needs and complies with all procurement rules, then the agency would be justified to purchase outside of a master contract. The reasons justifying the off contract purchase should be documented, as appropriate. [Published April 5, 2019]

- Reviewed draft revised Direct Buy Policy.
- Members had a lot of interest in the policy and decided to have conference calls before the next meeting to create a formal BDAG recommendation on the Direct Buy Policy.

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UPDATES ONLY (due to time)

We will go into more detail June 2019

Agenda focus: Services

- ITPS – planning to provide customer updates this summer.
- Janitorial – is still on hold and we appreciate the dialog last month.
- Small, Mini, Micro business preference – referenced documents to discuss next month.
- Regions often used by DES for procurements – referenced document provided with meeting materials.

Agenda focus: Goods

- Update on Cooperatives recommendation – Discussing within DES leadership, using as a tool to increase training for staff when making decisions around using cooperative contracts.
- DRAFT distributor strategies from last meeting - referenced document and will be discussing at future meetings.

Closing & Next Meetings

- Confirmation of next meeting agenda topics

Attachments:

- Signed Charter
- Draft Charter
- Zero to Five document
- Guiding Practices
- 2018 – 2019 Year in Review
- Draft Meeting Minutes from April 2019
- Policy update
- DRAFT Small, mini, micro recommendations
- Discussion draft for distributor strategies

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Next meetings:

Third Tuesday of the month from 10 AM – 12 PM

- June 18, 2019
- July 16, 2019
- August 20, 2019

During May:

BDAG Formal Recommendations:

- DRAFTING in May/June formal direct buy policy recommendation.
- STARTING to draft preference for small, mini, and micro businesses.

BDAG Informal Recommendations:

- Include BDAG in conversation prior to solicitations (recommendation started in April)

DES Action Items:

- Provide a regional map DES often uses for breaking out bid scopes by region.
- Launch revised BDAG website.
- Work with members on draft guidance for small, mini, and micro business preference.

Summary of BDAG Recommendations (attached)