



Business Diversity Advisory Group Meeting Summary

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

Sept. 17, 2019 · 10:00 AM – 12:00 PM

NEW webinar system: Join Zoom Meeting

at <https://zoom.us/j/6485405456>

Call in: 1 669-900-6833

Meeting ID: 648 540 5456

Members:

ABN Technologies LLC, Trena Payton
ASAP Translation Services, Camilo Madero
Blue Shift Media, Danny Hankins
Centro De Servicios Comunitarios LLC, Bertha
Alicia Garza

Excel Supply Company, Irene Reyes
JRivera Associates, Inc., Jose R. Rivera
Pacific Office Solutions LLC, Julie Valdez
Sybis LLC, Jeremy Djajadi
Washington PTAC, Tiffany Scroggs

Staff Present:

Erin Lopez, Business Diversity Initiatives
Manager
Enterprise Services
p: (360) 407-8010, e: erin.lopez@des.wa.gov

Rebecca Linville, Business Operations Manager
Enterprise Services
p: (360) 407-8481,
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Drew Zavatsky, Procurement Risk Assessment
Administrator
Enterprise Services
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Business Diversity Advisory Group Minutes

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

May 21, 2019 · 10:00 AM – 12:00 PM

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Topic

Welcome & Overview

- Introduction of members
- Introductions of guests
- Overview of today's agenda
 - Discussion/ outcome objectives
 - Confirmation of subjects and time
- Overview of last meeting summary
 - Per last meeting, please connect with me directly on past topics.
- Meeting location reminders – Airway Heights

DES Updates

- BDAG travel reimbursements
 - [Statewide vendor/ payee services](#)
 - [Statewide Payee Registration](#)
 - Find Federal Per Diem Rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- [BDAG Website](#)
- Procurement forecasts
 - [Goods and Services \(non-IT\)](#)
 - [IT Forecast](#)
- ITPS, janitorial, language access
 - Members are also interested in Office Supply

Agenda focus: Goods

Amazon reports

- Provided category headings
- Members would like key headings and provided additional recommendations such as bulk discounts and warranties.
- BDAG would like to continue to be involved with DES's plan to provide more information publicly.

ASK for a training outside of a BDAG meeting on data.wa.gov and other transparency systems.

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Policy Presentation

How DES implements procurement policy

- Clarity to support recommended focus from the last meeting.

Additional DES Updates

- Shana Barehand was hired as the DES Business Diversity and Marketing Manager
- DES Policy (save the date 10/23/19)

Closing & Next Meetings

- Confirmation of next meeting agenda topics
- Keep it high level and more open for our additional guests
- Cover Amazon

Attachments:

- Draft Meeting Summary from August 2019
- DES Action Items
- Amazon Report
- Small, mini, and mirco business recommendations (two documents)
- Regions often used by DES for procurements
- BDAG Cooperative recommendation
- Distribution Strategy concept

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- *October – see below*
- November 19, 2019
- *December – no meeting*

Alternate date/locations:

- **October 15, 2019**, 1:30 – 3:30 PM (Airway Heights)

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Action items between September and October meeting:

BDAG Formal Recommendations:

- Pending: drafting enterprise policy recommendation for preference for small, mini, micro, and veteran-owned businesses.

BDAG Informal Recommendations: none from September

DES Action Items from BDAG for this month:

- Amazon spending trend information, potentially monthly.
- Work on scheduling a train-the-trainer on public market research databases (outside the time of the BDAG meeting).

DES requests for help from BDAG:

- Review our forecast handout and how we explain our agency and how to work with us so we can better communicate with businesses.

Summary of past BDAG Recommendations (attached)