



## Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

August 18, 2020 · 10:00 AM – 12:00 PM

**Webinar system:** [Join Zoom Meeting](#)

Call: 888-788-0099 US Toll-free

Meeting ID: 917 6644 4758

**Password: 1234**

### BDAG Members Present:

Blue Shift Media, Danny Hankins  
Birch Equipment Rental and Sales Inc., Cara Buckingham  
Demarche Consulting Group, Linda Paralez  
Excel Supply Company, Irene Reyes  
Inceodia, Kristann Orton  
Jones & Associates Contract Services LLC, Joseph Jones

Pacific Office Solutions LLC, Julie Valdez  
Sybis LLC, Jeremy Djajadi  
The Part Works Inc., Katie Parris  
Washington PTAC, Tiffany Scroggs & Trena Payton  
Zena Consulting, Lee Mozena

### Department of Enterprise Services Contracts & Procurement Staff Present:

Alexander Kenesson, Procurement Supervisor  
Enterprise Services  
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e: [Alexander.Kenesson@des.wa.gov](mailto:Alexander.Kenesson@des.wa.gov)

Indira Melgarejo, Program Specialist, Enterprise Services  
p: 360-407-7926  
e: [indira.melgarejocarvajal@des.wa.gov](mailto:indira.melgarejocarvajal@des.wa.gov)

Bart Potter, Procurement Strategist  
Enterprise Services  
360-407-9431, [bart.potter@des.wa.gov](mailto:bart.potter@des.wa.gov)

Shana Barehand, Business Diversity & Outreach Manager, Enterprise Services  
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Drew Zavatsky, Procurement Risk Assessment Administrator, Enterprise Services  
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Sundae Delgado, Technical Training Consultant, Enterprise Services  
p: 360-407-8478  
e: [Sundae.Delgado@des.wa.gov](mailto:Sundae.Delgado@des.wa.gov)

### Guests Present:

Sarah Erdman, Deputy Director  
Office of Minority and Women's Business Enterprises  
[sarahe@omwbe.wa.gov](mailto:sarahe@omwbe.wa.gov)

Yen Huynh, Supplier Diversity Program Specialist  
Office of Minority and Women's Business Enterprises  
[yenh@omwbe.wa.gov](mailto:yenh@omwbe.wa.gov)

### Topic

#### Welcome & Overview (Shana)

- Welcome & meeting protocol
- Members and guests
- Meeting guiding practices

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<ul style="list-style-type: none"><li>• Overview of last meeting summary</li></ul>
<p><b>DES Updates – Contracts &amp; Procurement (Bart)</b></p> <ul style="list-style-type: none"><li>• <a href="#">Goods and Services</a> Forecast</li><li>• Organizational Management Contract</li><li>• Janitorial</li><li>• IT Professional Services</li><li>• COVID-19</li></ul> <p>BDAG ASK: How many protests and rebids has DES received in the last year and why?</p>
<p><b>DES Updates – Enterprise Policy (Drew &amp; Sundae)</b></p> <ul style="list-style-type: none"><li>• Update on progress reviewing Supplier Diversity policy feedback</li><li>• Enterprise Environmental Policy and Training overview</li></ul>
<p><b>Building on Past Work (Shana &amp; Indira)</b></p> <ul style="list-style-type: none"><li>• C&amp;P Procurement Inclusion and Equity Strategy<ul style="list-style-type: none"><li>○ DES C&amp;P activities completed FY 2020</li><li>○ DES C&amp;P planned activities FY 2021</li></ul></li><li>• BDAG Small, Mini, Micro Policy Recommendations<ul style="list-style-type: none"><li>○ Review of small business programs for the nine states with similar affirmative action laws (RCW 49.60.400 also known as I-200)</li></ul></li></ul>
<p><b>Closing</b></p>

### Attachments:

- Meeting Summary July 2020
- DES Action Items
- BDAG Policy Recommendations
- Repository (list) of new recommendations

### Next meetings:

3<sup>rd</sup> Tuesday of the month from 10 AM – 12 PM

- September 15, 2020
- October 20, 2020
- November 17, 2020

### Alternate date/locations:

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- Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)

### *Action items between August and September meeting:*

#### **BDAG Formal Recommendations:**

- Pending approval: Supplier diversity policy recommendations.

#### **DES Action Items from BDAG for this month:**

- Facilitated three BDAG sub-meetings:
  - Informal discussion around BDAG culture and meeting practices
  - BDAG Continuity and Growth: Draft priorities summary, top goals, and approaches
  - Access to decision makers
- Researched data around DES bid protests

#### **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.
- Identify where members see opportunities for DES to support businesses during COVID-19 impacts.

### *Summary of BDAG Recommendations (attached)*