

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

October 20, 2020 · 10:00 AM – 12:00 PM

Webinar system: [Join Zoom Meeting](#)

Call: 888 788 0099 US Toll-free

Meeting ID: 994 6229 7661

Password: 1234

Members Present:

Blue Shift Media, Danny Hankins
Demarche Consulting Group, Linda Paralez
Inceodia, Kristann Orton
Jones & Associates Contract Services LLC,
Joseph Jones
Ovation Technology LLC, Malcolm Waters

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

Staff Present:

Alexander Kenesson, Procurement Supervisor
Enterprise Services
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Erin Lopez, Business Diversity Outreach
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Bart Potter, Procurement Strategist
Enterprise Services
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Shana Barehand, Business Diversity & Outreach
Manager, Enterprise Services
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Drew Zavatsky, Procurement Risk Assessment
Administrator, Enterprise Services
p: 360.407.7915, e: drew.zavatsky@des.wa.gov

Guests Present:

Michael Walker, Contracts Specialist
Liquor and Cannabis Board
p: 360-664-1781, e: michael.walker@lcb.wa.gov

Yến Huỳnh, Supplier Diversity Program
Specialist, Office of Minority and Women's
Business Enterprises
p: 360-359-6219, e: YenH@omwbe.wa.gov

Sarah Erdmann, Deputy Director, Office of
Minority and Women's Business Enterprises
p: 360-664-9771 e: SarahE@omwbe.wa.gov

Topic

Welcome & Overview (Erin)

- Members and guests
- **No December meeting**

DES Updates – Contracts & Procurement (Bart & Alex)

- [Goods and Services](#) Forecast
- Policies and practices tied to staff turnover and how DES engages contracted vendors

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- **DES ACTION:** DES identified the opportunity to review our operations manual (desk manual) and work on enhancements for notifying contracted vendors of changes in their contracts specialist.
- DES also explained what we are doing during staff changes, both the challenges and what we are doing to address those challenges.

DES Updates – Enterprise Policy (Drew)

- Update on progress reviewing Supplier Diversity policy feedback

DES ACTION ITEM:

- Clarity on the types of preferences allowed and what this looks like (i.e., points, percent, designated awards, how much preference, and preference versus priority).

Building on Past Work (Shana)

- C&P Procurement Inclusion and Equity Strategy
 - Inclusion plans
 - Small and veteran-owned business preference for DES agency contracts (already in master contracts)
- DES Metrics
- BDAG Recommendations for articles

DES ACTION ITEM:

- Update on how affective small and veteran-owned business preferences (data).
- Data on how successful our program is (i.e., how many bids we are getting, results).
- Learning from others (updates from other agencies and states, when applicable).

Future Work/ Meetings Update (Erin)

Highlight areas in DES draft education document for finding small and diverse business document. Still seeking feedback.

DES still seeking feedback from sub-meeting recommendations.

Highlight pilots for helping businesses engage on specific industry pilots: IT, auto glass, professional services, food.

****BDAG THANK YOU****

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Asking for more relevant information that walks people through the process. We now have our first on-going industry pilot!

DES ACTION:

- Erin and Lee connect on gaps in outreach.
- Joseph, Lee, and Kristann are all interested in the Tabor series and providing feedback.

Guest Presenter: Yến Huỳnh, OMWBE

A conversation with OMWBE around the value for small businesses to get certified. OMWBE identifies and helps eliminate barriers.

BDAG member recommendations:

- Connect certified firms around experiences in how they communicate OMWBE certification and tips on how to better promote certification.
- Surveying certified firms to see if they are reaching agency staff, if anyone is reaching out to them, and if anyone is receiving direct buy contracts.
- Coaching for procurement managers to think outside the box.
- Benefits and positive impacts from OMWBE in one place on a one pager. Many of the things Yen shared OMWBE firms were not aware of.

Closing & future meetings (Erin)

Potential guests

- WA State Liquor and Cannabis Board
- University of Washington: Division inclusion plans, pricing agreements
- City of Seattle
- Division of DES

BDAG Vote: LCB for November for 20 minutes. A division of DES for January 2021.

Attachments:

- Meeting Summary September 2020
- Protest document
- DES Action Items
- DES DRAFT Education document
- LCB Introduction

Next meetings:

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

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- November 17, 2020
- December - No meeting
- January 19, 2021

Alternate date/locations:

- 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 October and November meeting:

BDAG Formal Recommendations:

- No new formal recommendations.

DES Action Items from BDAG for this month:

- Worked with DES Communications around ideas tied to recruiting new members.
- Launched industry pilot program with Tabor 100 to work with businesses through the processes of working with the state.

DES requests for help from BDAG:

- Participate in DES industry pilot program and provide recommendations on how we can improve the program.

Summary of BDAG Recommendations (attached)