



Washington State Department of  
**Enterprise Services**

# **ENTERPRISE PROCUREMENT POLICY UPDATE**

Presented by:  
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# Policy Updates

Policy	Next Steps	Target Completion Date
Contract Management	<ul style="list-style-type: none"><li>• Policy Team adding detail, based on internal review</li><li>• Share final policy with stakeholders.</li></ul>	TBD
Procurement Bonds	Share final policy with stakeholders.	March 2021
Refresh of Complaints & Protest	Share final policy with stakeholders.	March 2021
Refresh of Emergency Purchases	Share final policy with stakeholders.	March 2021
Refresh of Agency Contract Reporting	Share final policy with stakeholders.	March 2021





# Supplier Diversity Policy

**NEW**

## Background

### ✓ Governance:

- State Law [RCW 39.26.090\(6\)](#)
- State Law [RCW 39.26.005](#)
- State Law [RCW 39.26.240](#)
- State Law [RCW 39.26.245](#)
- State Law [RCW 39.26.160\(3\)\(b\)](#)
- State Law [RCW 43.60A.200](#)
- [Executive Order 19-01](#)
- [Executive Order 13-01](#)
- [DES Policy 210-01](#)



- ✓ Business Diversity Subcabinet, Community of Practice Model Policies
- ✓ Disparity Study





# *Supplier Diversity Policy*

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Activities completed to date:

- Concept shared at 10/23/19 policy workshop
- Outline of policy topic areas developed
- Policy outline shared at 6/30/20 policy workshop
- Developed internal work team
- Assigned topic areas for policy development
- Project schedule





# *Supplier Diversity Policy*

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## **Current Work:**

- Research
- Draft for initial topic areas:
  - Forecasting
  - Outreach
  - Unbundling
  - Inclusion Plans
  - Contract Language
- Internal Team huddles weekly
- DES Team huddles every two weeks





# *Supplier Diversity Policy*

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## **Next Steps**

- Targeted stakeholder work
- Draft next set of policy topic areas:
  - Purchase Cards
  - Transparency
  - Compliance
  - Conditions
  - Complementary documents (Procedure, Guideline/Best Practices/Resources, FAQ)
- Present draft Supplier Diversity Policy at next Policy Workshop (anticipated May 2021)
- Develop training program





# Supplier Diversity Policy

## Project Schedule

Major Milestone	Target completion date
Draft Supplier Diversity Policy(ies)	April 30, 2021
Send draft policy(ies) to stakeholders	May 5, 2021
Policy Workshop	May 19, 2021
Revise draft policy(ies), based on feedback	June 29, 2021
Develop Training Program	August 1, 2021
Publish Revised Final Policy(ies)	September 1, 2021



# DES Enterprise Procurement Policy (EPP)

EPP Staff	Phone/E-mail	Areas of Concentration
<b>Drew Zavatsky</b> Procurement Risk Assessment Administrator	(360) 407-7915 <a href="mailto:Drew.Zavatsky@des.wa.gov">Drew.Zavatsky@des.wa.gov</a>	Risk Assessments, Delegations of Authority requests, Sole Source/Emergency Filings, Enterprise Procurement Policies
<b>Christine Warnock</b> Enterprise Procurement Policy Manager	(360) 407-9398 <a href="mailto:Christine.Warnock@des.wa.gov">Christine.Warnock@des.wa.gov</a>	Enterprise Procurement Policies, Sole Source/Emergency Filings, and Protest Officer responsibilities
<b>Zoë Mroz</b> Enterprise Procurement Policy Management Analyst	(360) 407-8502 <a href="mailto:Zoe.Mroz@des.wa.gov">Zoe.Mroz@des.wa.gov</a>	Risk Assessments, Sole Source/Emergency Filings, Enterprise Procurement Policies, and Delegations of Authority requests
<b>Brooke Jensen</b> Sole Source Oversight Administrator	(360) 407-8720 <a href="mailto:Brooke.Jensen@des.wa.gov">Brooke.Jensen@des.wa.gov</a>	Sole Source/Emergency Filings, Enterprise Procurement Policies, and Protest Officer responsibilities
<b>Enterprise Procurement Policy</b>	<a href="#">DES' Enterprise Procurement Policy mailbox</a>	

**Enterprise Procurement Policy website:**

[Draft Enterprise Procurement Policies](#)

