

MEETING MINUTES

WASHINGTON ASSOCIATION OF CONTRACTS SPECIALISTS

Thursday, September 5, 2019 • 10:00 AM – 12:00 PM

Facilitator: Shannon Oien, WSP Contracts Specialist II
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Meeting started promptly at 10 am with welcome and introductions. There were 19 attendees and approximately 6 called into the meeting.

Issue #1: DES creation of landing page for WACS to replace ListServe - Facilitated by Jaime Rossman, Assistant Director, DES

After discussion, the following list of requests were made for this landing page.

- Review NIGP's page as an idea. This page has a discussion forum, Q&A's
- The location of the page to be easy to find
- The ability for the WACS team to contribute content:
 - Job Announcement
 - Share best practices, resources, sample templates
 - IT SaaS contracts
 - Q&A Forum
 - Suggested Topics
- The following to be posted and accessible
 - Bylaws
 - Meeting agendas, minutes, locations, facilitators
 - Association's leadership and their bios
 - Agency contact lists
 - DES Contract Specialists
 - DES Master Contracts in list format

DES will provide an update for the December meeting after conferring with the DES IT folks. A simple page may be fairly quick to create, but it takes more programming to create a page that allows for users to contribute content.

Issue #2: Disparity Study Update - Facilitated by Rex Brown, AD Governor's Subcabinet on Business Diversity. Rex moved from DES to OMWBE on July 1

The Diversity Study is released and is available under the OMWBE page, Cabinet tab. Since the Diversity Study was completed, OMWBE has focused on Stakeholder meetings in June/July (4-5 meetings so far). The current outreach effort is in the eastern part of the state, Spokane during Labor Day, going to Tri-Cities next, and then Yakima.

Director Lisa van der Lugt shared the vision for the next 1-3 years:

- Implementation of electronic data collection – received funding in July and now seeking a vendor.
- Pursue technical assistance for small businesses need more help for certification, business plan, how to write a proposal, etc.
- Outreach - plain talking document, language access (especially in Eastern WA).
- Collaborate with One WA for future data storage/access, etc.
- Policy Group working on model policies, will have an update at December meeting.
- Want to make sure that the new system communicates with current systems

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Issue No. 3: Contracts & Procurement Policies Update (see attached handout) – Facilitated by Farrell Presnell

The Policy Team plans to meet twice per year. The next Policy Workshop will be held October 23, 2019 at the DES Building. Farrell provided each participant a copy of the Enterprise Procurement Policy Schedule as of 8/9/19 (Handout 1). Some highlights were:

Direct Buy – Everyone is anxiously awaiting the Direct Buy policy. Some participants asked to see the policy again before it rolled out. The goal is to release the policy October 10.

Environmental policies – to be discussed at the 10/23/19 workshop, with a goal of finalizing in Feb 2020

Contract Mgmt. – Should have ready for review at the 10/23 workshop, with a goal of finalizing in Jan 2020.

Policies on the radar: Competitive process, EO 19-01, vet owned bus, supplier diversity, protest bonds.

Issue No. 4: WACS Leadership - Facilitated by Shannon Oien

Discussion started with a short history of the last year. DES has been leading the discussions and keeping the WACS Association going with a goal for the Association to take its leadership and be self-sustaining again. See historical discussion document (Handout 2).

Members of the group shared that they felt the duties of the Chairperson were too heavy for one person. It was expressed that the Chairperson provide guidance, but the actual facilitation and work be divided among a rotating volunteer list. If several agencies rotated facilitation it could be many months before any one agency had to repeat facilitation.

No suggestions were provided on restructuring the duties. Shannon asked for volunteers to sit on a workgroup to address the restructuring of the duties and attendant revisions to the Bylaws. Jim Webster from the SOS, Amel Alsalman from WSP, and Lyuda Kozlava from HCA volunteered. Sara Pendleton suggested Lynda Hodgson.

Issue No. 5: WACS ByLaws – Facilitated by Shannon Oien

This discussion centered on possible changes to the Bylaws. Some suggestions:

- Provide explanation as to what this group does that is different from other groups. (People often attend many groups and it seems to duplicate information)
- Perhaps be more geared toward skill sharing and practitioner needs instead of policy focused
- Alert members to upcoming issues that may affect their jobs
- Add the word “Procurement” to the purpose and objectives
- Increase peer sharing on specific topics

Issue No. 6: Future Meeting Facilitation – Facilitated by Shannon Oien

WSP will facilitate the December meeting. The Workgroup will present its suggestions for changes to the Bylaws and also restructuring of the duties of Chair, Vice-Chair, and Facilitation.

Future meeting facilitation was tabled until December.

Jamie stated that DES plans to have a representative at all future WACS meetings to assist with electronics and set-up. DES uses Zoom for virtual meetings. Jaime Rossman, Jim Webster and Sarah Pendleton will evaluate hosting sites and set meeting locations.

Meeting was adjourned at 11:30.