

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF JUNE 13, 2025

Policy	Status	Next Steps	Target Completion Date
Delegation of Authority refresh	<ul style="list-style-type: none"> The policy and related documents are due for refresh in 2024. Preliminary revisions, based on new Procurement Risk Assessment requirements, were sent to internal stakeholders for review (October 2024). DES management has reviewed policy, procedure and FAQ documents. Management changes have been incorporated and revised documents have been sent to the Procurement Risk Assessment Team for internal review. Management has reviewed the draft policy and related documents and approved proceeding to the stakeholder review phase of the process. 	<ul style="list-style-type: none"> Seek internal stakeholders' review of the revised draft policy, procedures, and FAQs in May and June. Send survey to external stakeholders for review and feedback in July 	August or September 2025
Direct Buy Policy	<ul style="list-style-type: none"> The current policy and related documents are due for refresh in 2025. DES sent out two surveys to agencies and the vendor community on August 27, 2024. The surveys closed on September 19, 2024. Conducted additional jurisdictional reviews to identify counties and cities' direct buy practices. Compiled stakeholder feedback and identified major themes to address in policy revisions. DES Director considered and approved the proposed direct buy threshold limit options. Received additional stakeholder feedback on the draft policy, procedure, FAQs, and the sample worksheet for direct buy Level 3 limit through the targeted stakeholder engagement conducted on March 18 and April 9, 2025. Engaged stakeholders in discussion of feedback received on March 18 and April 9, 2025, regarding the reporting requirements, three quote system, rotation requirements, and other issues stakeholders brought to DES' attention. 	<ul style="list-style-type: none"> Obtain the DES Interim Director's decisions on the dollar limit thresholds for direct buy purchases and reporting requirements. Continue to work with DES internal stakeholders (Business Operations team within C&P, DES Communications and DES procurement training teams) to identify the operational, communication and training requirements. External stakeholders input may be required again, depending on the revisions from last proposed draft policy. Publish final policy and related documents by August 2025. 	August 2025

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Sole Source Training & SSCD User Manual (Update)	<ul style="list-style-type: none"> Working with DES Procurement Training team on developing a sole source contracts training. Concurrently revising the Sole Source Contracts Database (SSCD) user manual as it has not been updated since December of 2012. Several references in the current published manual are not accurate. There is also a need to add a section on "Filing Exempt Sole Source Contracts". Several updates to the SSCD system have caused some delays in finalizing the revised user manual. 	<ul style="list-style-type: none"> The following work to pick back up after the heavy sole source season (May-June 2025): <ul style="list-style-type: none"> Review and update draft sole source training script. Make edits and additions to the SSCD user manual. 	September 2025
Contracting Out Manual (aka "Competitive Contracting Manual")	<ul style="list-style-type: none"> Identified impacts of HB1521 to the Contracting Out (aka Competitive Contracting) Manual. The Enterprise Procurement Policy manager completed review of the revisions to the manual proposed by the Policy Administrator. 	<ul style="list-style-type: none"> The Policy Administrator is reviewing and incorporating recommended changes to the draft manual. Seek DES management approval. Send revised draft manual to target stakeholders for review and input. Finalize and publish the manual. 	November 2025
Procurement Guidance Document	<ul style="list-style-type: none"> On February 8, 2023, DES sent out a survey to gauge stakeholders' interest in a competitive solicitation policy. Eleven stakeholders completed the survey. 90% say a guidance document is needed on the subject and 64% prefer guidelines. Conducted the first round of internal consultation in May 2023. Based on the information received work is temporarily on hold to understand how this project overlaps with other related projects. Identified policy/guidance gaps, based on the scope of work in the procurement tools and templates project. August 26, 2024, the Policy Team drafted a Grants Guidance document. Management has reviewed the draft grants guidance document and determined that additional analysis is required for the scope, content, and structure before AAG reviews the draft document. 	<ul style="list-style-type: none"> Based on the gaps identified in the Procurement Manual, DES is developing policies/guidance documents for Client Services Contracts, Interagency Agreements, Grants, Cooperative Purchasing, etc. <p><u>Grants Guidance Document:</u></p> <ul style="list-style-type: none"> Internal analysis is ongoing on the scope and structure of the guidance document. DES management and AAG review the draft guidance document. Send draft guidance to stakeholders for input. 	<p>November 2025</p> <p>November 2025I</p>

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Supplier Diversity Handbook Review for Revision	<ul style="list-style-type: none">• April 1, 2023, the Supplier Diversity Policy became effective.• The Policy Team continues to receive inquiries and suggestions to enhance the Supplier Diversity Handbook. The Handbook was last revised in August 2024.	<ul style="list-style-type: none">• Review comments and suggestion received and revise the Handbook.• Send draft revisions to stakeholders for feedback, as appropriate.• Seek management approval of revisions.• Post revised Handbook and notify stakeholders.	August 2025