

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF MAY 9, 2024

Policy	Status	Next Steps	Target Completion Date
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 Policy Administrator has finished reviewing the manual and recommended some changes as a result of HB1521 and other administrative updates. • Proposed revisions sent to leadership for review and feedback. 	<ul style="list-style-type: none"> • Management finishes review of proposed changes to the manual. • Send revised manual to targeted stakeholders (PCAG) for review. • Finalize and publish the manual. 	July 2024
PCBs Policy Refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • Targeted stakeholders were contacted on July 19 and July 25, August 30, and September 22, 2023, and provided feedback to the DES Policy Team. Targeted stakeholders include the Communication Team, DES' ecological expert and DES' Legislative Liaisons, and Senator Billing, who sponsored the original legislation. • The revised policy draft and revised FAQs for the policy were presented to stakeholders on April 4, 2024, during a workshop. Feedback from the presentation was due on April 25, 2024. 	<ul style="list-style-type: none"> • Possible changes to policy language based upon feedback are being discussed. 	May 2024
Purchases of Washington Grown Food refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • A survey regarding policy use and suggested improvements was sent to stakeholders on February 15, 2024. The survey closed on February 29, 2024, but extended until March 15, 2024 due to a lack of responses. 	<ul style="list-style-type: none"> • Management has reviewed proposed final draft of policy. • Changes will be made to implement Management changes, then policy will be sent to leadership for review and approval. 	May 2024
Delegation of Authority refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • Preliminary revisions to the policy have been drafted, based on new Procurement Risk Assessment process. • Preliminary revisions sent to internal stakeholders for review. • Project plan drafted. 	<ul style="list-style-type: none"> • Send draft policy and procedures to external and internal stakeholders. 	July 2024

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF MAY 9, 2024

Policy	Status	Next Steps	Target Completion Date
Sole Source Contracts refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • Draft policy and procedure documents were published online on the DES website Sole Source page. • DES hosted a policy workshop April 4, 2024, which was recorded and posted on the DES website. • Released feedback form for stakeholders to provide input on policy/procedure documents. • Feedback form closed April 25, 2024. 	<ul style="list-style-type: none"> • Incorporating necessary changes in policy/procedure and other applicable documents based on stakeholder feedback. • Post on the DES Sole Source Policy website page a summary document of final policy/procedure changes. • Work with DES IT staff to build policy enhancement(s) to Sole Source Contracts Database (SSCD). • The Policy Administrator is targeting a publish date of final revised policy by June 6, 2024, to align with effective date of HB 1471. 	June 6, 2024
EO 18-03 refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • Completed revision of the policy, FAQ, and Desk Aid documents based on feedback received through a survey conducted in March 2024. • Received management's review of proposed revisions. 	<ul style="list-style-type: none"> • Leadership review and approval of the final draft policy, FAQ, and Desk Aid. 	June 2024
Convenience Contracts Policy (NEW)	<ul style="list-style-type: none"> • DES Enterprise Procurement Policy Team has received several inquiries in 2023 requesting guidance on convenience contracts, necessitating the development of a policy. • November-December 2023, the Policy Team has developed a draft convenience contract policy and procedure, DES-POL-070. • March 2024 - Incorporated changes to draft policy packet due to HB1471 • The policy and procedure drafts were presented to stakeholders on April 4, 2024, during a workshop. Feedback from the presentation was due on April 25, 2024. • Management reviewed final draft. 	<ul style="list-style-type: none"> • Leadership review and approval of final policy based on stakeholder feedback. • The Policy Administrator is targeting a publish date of final revised policy by June 6, 2024, to align with effective date of HB 1471. 	June 6, 2024

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF MAY 9, 2024

Policy	Status	Next Steps	Target Completion Date
Supplier Diversity Handbook Revisions	<ul style="list-style-type: none"> • April 1, 2023, the Supplier Diversity Policy became effective. • DES Enterprise Procurement Policy Team hosted supplier diversity lunch-and-learn sessions weekly in June 2023 and October 2023. • The Policy Team has received several inquiries in the lunch and learn sessions, and through ad hoc consultation, requesting guidance and clarity on certain areas of the handbook, necessitating the development of additional FAQs and clarifications. • The Policy Team made over 50 changes to the Supplier Diversity Policy Handbook and one change to the policy. The revisions reflect what we learned since the policy was implemented. • Leadership reviewed and approved revisions. 	<ul style="list-style-type: none"> • Share changes to the Supplier Diversity Handbook with stakeholders at upcoming Supplier Diversity Community of Practice meeting(s) and at a Lunch & Learn session at a date to be determined. 	May 2024
Emergency Purchases Policy Revision	<ul style="list-style-type: none"> • On March 18, 2024, HB 1471 was signed into law, which impacts RCW 39.26.130, Emergency Purchases. The law changes will be effective June 6, 2024. 	<ul style="list-style-type: none"> • Incorporate changes to the policy and procedure due to the passage of HB 1471. • The Policy Administrator is targeting a publish date of final revised policy by June 6, 2024, to align with effective date of HB 1471. 	June 6, 2024
Procurement Guidance Document.	<ul style="list-style-type: none"> • On February 8, 2023, 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. 	<ul style="list-style-type: none"> • Based on the gaps identified in the Procurement Manual project, DES is developing policies/guidance documents for Client Services Contracts, Interagency Agreements, Grants, Cooperative Purchasing, etc. 	TBD