

## MEETING MINUTES

Wednesday, March 1<sup>st</sup>, 2022, 2:00 – 3:00 PM

### Washington Association of Contracts Specialists

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**Facilitator:** Elena McGrew-Statewide Enterprise Procurement Manager, Department of Enterprise Services (DES)

Meeting started at 2:00 PM via Teams with welcome and introductions. There were approximately 123 attendees.

**Opening** Elena McGrew, Welcome and Introductions

- Overview of the agenda
  
- Elena McGrew-Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Statewide Contract Page Updates
    - Updates have been made to create a standard look to the DES website and statewide contracts.
    - Elena McGrew shared excel spreadsheet of commonly purchased office supplies and suggestions on businesses to purchase from. This is in effort to increase spend with small, local, certified firms.
      - [Contract Summary \(wa.gov\)](#)
    - You can locate statewide contracts that include small, diverse, or veteran owned businesses through the DES website. This webpage was recently updated to include the Supplier Diversity Policy
      - [Diverse Business Contracts \(wa.gov\)](#).
  
  - Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
    - WEBS: Common Questions and Issues
      - Elena McGrew opens the floor for questions about WEBS
      - Elena McGrew discusses how preferences are checked on solicitations when its posted and awarded.
      - Polychlorinated Biphenyls (PCBs) policy specifically references testing method 1668c. This is the data DES tracks. Double check preference and policy and its requirements for the preference to be granted and checking “yes” or “no” on these preferences.
      - If you register in WEBS with SS and OMWBE with TIN number your status isn’t transferring over into the system to show certified. It’s helpful to stay consistent, so there is no gap in data.
  
    - Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
      - Call for WACS Meeting Topics
        - Please email [DESCPAdmins@des.wa.gov](mailto:DESCPAdmins@des.wa.gov) for suggestions on meeting topics.

Meeting was adjourned by Elena McGrew at approximately 3:00 pm