

MEETING MINUTES

Wednesday, March 6, 2024, 1:00 – 3:00 PM

Washington Association of Contracts Specialists

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

Meeting started at 1:00 PM via Teams with welcome and introductions. There were approximately 178 attendees.

Opening Elena McGrew - Statewide Enterprise Procurement Manager Welcome, Ice Breaker, and Introductions

- Overview of the agenda

- Samantha Zee – Enterprise Technology Policy Manager, Washington Technology Solutions
 - Upcoming Change to State IT Policies
 - Samantha gives an overview of the upcoming IT policy updates
 - 14110 is going to be broken down into smaller chapters
 - To be completed by September
 - Tools are available to help with this transition
 - Link below to subscribe to policy updates:
<https://public.govdelivery.com/accounts/WATECH/subscriber/new?preferences=true#ab1>
 - You can email questions to: watechmiociopolicy@watech.wa.gov

- Corinna Cooper - Strategic Business Initiatives Manager & Procurement Training Manager, Department of Enterprise Services
 - Introducing new WA State Procurement Manual
 - Corinna briefly went over the Washington State Procurement Manual
 - [Washington State Procurement Manual | Department of Enterprise Services \(DES\)](#)
 - Tools, templates, policies, etc. can be found at the link above
 - Training Advisory Team is working on trainings, handbooks, and tools with searchable feature
 - New templates, documents, and updates as laws and policies change when applicable
 - Feedback is welcome
 - See bottom of page webpage or email: ContractsLiaison@des.wa.gov
 - Templates will be available for competitive solicitations regarding IT

- Brandon Cipolla, Contracts Liaison, Department of Enterprise Services, OMWBE and non-discrimination clause for purchase contracts
 - Shows specific language that is required under RCW 49.60.530
 - Specific to all contracts for good and services
 - Need to use the language that is provided by DES
 - Templates with that language can be found under policy and legal section
 - <https://www.des.wa.gov/policies-legal/antidiscrimination-clauses-public-contracting-rcw-4960530>
 - Needs to be left as in and in full context

- Katie Holder - Management Analyst 5, Department of Enterprise Services
 - WEBS Updates
 - Katie Holder gives a brief overview of her scope of work and goes over testing environment for all supplier diversity enhancements
 - Help small, diverse, and veteran owned businesses use state contracts and remove barriers
 - Supplier diversity policy enhancements will go live on 3/21
 - Communications to be released week of 3/14
 - WEBS user group meets every two months to test these enhancements
 - Main page of WEBS Under Manage Solicitations Tab – New Solicitation
 - When Solicitation is in closed status, under Recording Solicitation Results page
 - New preference option where you can select if small business or veteran owned has reserved award
 - If not, there will be a pop-up asking why the requirement is not being met

- Alisha Ghanie – Business Operations Manager, Department of Enterprise Services
 - DES Contract Usage Agreements Refresh
 - Master Contracts Usage Agreement is now Contract Usage Agreement
 - <https://apps.des.wa.gov/DESContracts/Home/MCUAListing>
 - Agencies need to sign new CUA agreement as it has some important upgrades
 - Removes the term “master”, states that you can utilize cooperative contracts, and allows access to non-competitive enterprise procurement solutions
 - New agreement - <https://des.wa.gov/sites/default/files/2023-07/cua-eligible-purchasers-government.pdf>
 - Higher Education Agencies will get notifications by end of March about this update
 - New agreement needs to be signed before end of fiscal year

- Olu Agbaje & David Jorgensen – Enterprise Procurement & Policy Admin, Department of Enterprise Services
 - DES Policies Updates
 - David Jorgensen starts by talking about things that are upcoming for the DES Policy Team
 - Workshop happening morning of April 4th
 - Discussing proposed changes to policies regarding
 - PCB's
 - Convenience Contracts
 - Procurement Risk
 - Sole Source Policy
 - Proposed draft changes for all policies discussed will be shared with WACS stakeholders beforehand
 - Olu talks about recent surveys that have been sent out
 - Link to be re-sent for input
 - David talks about Supplier Diversity Policy
 - Will be discussed at upcoming Lunch and Learn
 - Revisions since the policy launched
 - Add fixes and clarity to the policy
 - Email: DESMiEnterpriseProcurementPolicy@des.wa.gov
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- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
 - Call for Open Discussion
 - Supplier Diversity Community of Practice 28 minutes
 - Ernesto Perez, Management Analyst 4, Department of Enterprise Services, discusses as of July, there is a Teams channel available
 - https://teams.microsoft.com/l/team/19%3awnB_UpvX_jrJTTZOtYRtA7Zz4nJKo_ANLcgmJr7EEXk1%40thread.tacv2/conversations?groupId=e0519598-45b3-4653-94c4-e9a9951365ae&tenantId=11d0e217-264e-400a-8ba0-57dcc127d72d
 - Access to files, recordings, Lunch and Learn Supplier Diversity Meetings, etc.
 - Email w/ questions or help: despieprogram@des.wa.gov
 - Meetings held every 3rd Thursday 1:00-2:30 PM
 - RSVP for in-person meeting in March
 - [Washington State Office of Minority & Women's Business Enterprises Certification Management System \(diversitycompliance.com\)](https://www.dem.wa.gov/office-of-minority-and-women-s-business-enterprises/certification-management-system)
 - Supplier Diversity Community of Practice (SDCP): [Supplier Diversity Community of Practice \(SDCP\) | Department of Enterprise Services \(DES\) \(wa.gov\)](https://www.dem.wa.gov/supplier-diversity-community-of-practice)
 - [Home - Alliance Northwest](https://www.alliance-nw.org/)
 - Evaluations Lessons Learned

- Elena McGrew discusses the importance of evaluations and reference checks of contract bidders
 - Bid template in procurement manual has links to check data bases and prompts to encourage bidder/vendor evaluations
 - NASPO Contracts
 - Elena McGrew mentions that ATG has played a role in current IT NASPO Cloud Solutions Contract
 - ATG offered to be a recourse for complex terms and conditions software providers put on our agencies
 - Reach out to Elena for ATG ach out to Elena for ATG contact person if needed
 - Statewide Contracts: Reserved vs Main Awards
 - Elena McGrew shows new enhancement on contract search showing the award type – Reserved vs. Main
 - Main means no regional preference for use of federal funds
 - Reserved awards should only be used for agencies that are state funded
 - Check contracts for further details on main vs reserved
 - New correctional industries page for all correctional industries
 - Find forms, references, etc., here: [Contract Summary \(wa.gov\)](#)
 - Some contracts will allow buyers to purchase through authorized sub-contractors
- Elena McGrew- Statewide Enterprise Procurement Manager, Department of Enterprise Services
 - Call for WACS Meeting Topics
 - Department of Enterprise update due to passage of HB1471
 - OMWBE is looking to remove the prohibition on geographical preferences
 - [https://www.cfo.gov/assets/files/Uniform%20Grants%20Guidance%20Revisions%20-%20Redline%20\(2023\).pdf](https://www.cfo.gov/assets/files/Uniform%20Grants%20Guidance%20Revisions%20-%20Redline%20(2023).pdf)

Next WACS meeting is scheduled for September 4th, 2024. Please email DESCPAdmins@des.wa.gov for suggestions on meeting topics.

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