

## MEETING MINUTES

Thursday, September 2, 2021 10:00 AM – 11:40 AM

### Washington Association of Contracts Specialists

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**Facilitator:** Elena McGrew and Cindy Zielinski, Department of Enterprise Services

Meeting started at 10 am via Zoom with welcome and introductions. There were approximately 55 attendees.

**Opening** Elena McGrew – Welcome and introductions

- We want feedback on topics/guest speakers. Retain a list with your votes sent to the WACS distribution list.
- Cindy Zielinski gave the Procurement Services for Small Agencies Presentation. They have hired a contracts specialist to perform competitive procurements and started the intake process to take requests. Project plan has been developed and the pilot stage starts September 15<sup>th</sup>.
- ITPS Listening Session led by Elena McGrew. ITPS is a two-tiered state contract program administered by DES. Many complaints about the current process. DES is beginning to draft a communication plan and perform vendor outreach to help improve the process.

Meeting was adjourned by Elena McGrew at approximately 10:50 am.