

## Business Diversity Advisory Group Summary

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

January 21, 2020 · 10:00 AM – 12:00 PM

### Webinar system: Join Zoom Meeting

<https://zoom.us/j/3447772247>

Call in: (669) 900-6833

Meeting ID: 344 777 2247

#### Members:

ABN Technologies LLC, Trena Payton  
ASAP Translation Services, Maria Gutierrez  
Blue Shift Media, Danny Hankins  
Birch Equipment Rental and Sales Inc., Cara Buckingham

Blackstar Services Inc., Daucey Brewington  
Pacific Office Solutions LLC, Julie Valdez  
Yates Consulting, Henry Yates

#### Guests:

ASAP Translation Services, Camilo Madero

#### Washington State Staff Present:

Erin Lopez, Business Diversity Initiatives Manager  
Enterprise Services  
p: 360-407-8010  
e: [erin.lopez@des.wa.gov](mailto:erin.lopez@des.wa.gov)

<i>Topic</i>
<p><b>Welcome &amp; Overview</b></p> <ul style="list-style-type: none"> <li>• Introduction of members</li> <li>• Introductions of guests</li> <li>• Overview of today's agenda</li> <li>• Overview of last meeting summary</li> </ul>
<p><b>BDAG Spring Meeting</b></p> <ul style="list-style-type: none"> <li>• Members voted for a north spring meeting.</li> <li>• <b>The group decided on:</b> Puyallup Fair Grounds on March 4. <ul style="list-style-type: none"> <li>○ Free space from PTAC</li> <li>○ Alliance is March 5 (at the same location)</li> <li>○ Free networking event AFTER the BDAG meeting (donated by PTAC)</li> </ul> </li> </ul> <p>From the Procurement Technical Assistance Center March 4th, 4:00pm – 6:00pm in The Washington State Fairground's Fairview Room (near exhibitor hall). Alliance Northwest attendees and BDAG members are invited to attend a casual networking event the evening before <a href="#">Alliance Northwest</a>.</p>
<p><b>DES Updates</b></p> <ul style="list-style-type: none"> <li>• BDAG travel reimbursements</li> </ul>

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#### *Remember to request pre-approval*

- [Statewide Vendor/ Payee services](#)
- [Statewide Payee Registration](#)
- [New BDAG applications](#) (terms end in April)
- Please share BDAG application.
- Procurement forecasts and updates
  - [Goods and Services \(non-IT\) Forecast](#)
  - [IT Forecast](#)
  - IT Professional Services Update
  - Janitorial Update
- Train the trainer took place January 9, 2020
- Amazon reports (data transparency)
- Enterprise policy update

#### **Member Requests**

- Contracts and procurement representative for each meeting
- Recommended looking at SDOT and Port of Seattle for good unbundling models
- Legislative representative for updates on legislation that might impact the division and/or small and diverse businesses

#### **Enterprise Policy Recommendations**

- BDAG Policy Recommendations from November
- Reviewed and finalized proposed revisions
- New recommendations – start a new document
  - Focus on small, mini, micro business preference
  - Erin Lopez to review past documents submitted by members and bring a concept to the next meeting.

#### **Closing & Next Meetings**

- Confirmation of next meeting agenda topics

#### **Attachments:**

- Draft Meeting Summary from November 2019
- DES Action Items
- BDAG policy recommendations

#### **Next meetings:**

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3<sup>rd</sup> Tuesday of the month from 10 AM – 12 PM

- February 18, 2020
- **Proposed: March 4, 2020 – at Puyallup Fairgrounds**
- April 21, 2020

### *Action items between January and February meeting:*

#### **BDAG Formal Recommendations:**

- Submitted: final first set of enterprise policy recommendations REVISED for small and diverse business inclusion.
- Pending: small, mini, micro preference policy and potentially procedures (drafting).

#### **BDAG Informal Recommendations:**

- Establish contracts and procurement representative for each meeting (this was in place historically with Josh Klika, but a new person wasn't introduced).
- Recommend looking at SDOT and Port of Seattle for good unbundling models.
- Legislative representative for updates on legislation that might impact the division and/or small and diverse businesses.

#### **DES Action Items from BDAG for this month:**

- Established March meeting at the Puyallup Fairgrounds (Thank you Tiffany Scroggs).
- Established a method for having continuity of contracts and procurement staff at each meeting through the Procurement Inclusion and Equity team within the Contracts and Procurement division.
- Worked with Camilo Madero on draft small, mini, micro policy language to bring to the group.
- Discussed ideas to bring more policy feedback through Alliance Northwest conference.

#### **DES requests for help from BDAG:**

- Review our forecast handout and how we explain our agency and how to work with us so we can better communicate with businesses.

*Summary of past BDAG Recommendations (attached)*