

MEETING AGENDA

WASHINGTON ASSOCIATION OF CONTRACTS SPECIALISTS

Thursday, June 6, 2019 • 8:30 AM – 11:00 AM

Facilitator: Christine Warnock, Strategic Business Initiatives Manager
Department of Enterprise Services, 360.407.9398, christine.warnock@des.wa.gov.

Location: **1500 Jefferson Building**
1500 Jefferson St, Olympia WA, **Room 2208**

Parking: There is a paid [visitor parking lot](#) across from the building and a [Dash](#) stop in front.

Call-In Info:

Conference Dial In Number: 669 900 6833

Access Code: 344 777 2247

Join Zoom Meeting: <https://zoom.us/j/3447772247>

*This meeting is limited to 100 participants

Guest Speakers: Please send presentations to **DES CP ADMINS** in advance or bring your presentations on a flash drive. We will have a laptop set up for you.

TIME	TOPIC	SPEAKER
8:30 am	Welcome and Introductions Refresh on agreements from last meeting: <ul style="list-style-type: none"> • All meetings 9am-Noon quarterly • September: WSP host @ L&I room S118 • December: Kirsten Taylor host @ L&I room S119 • March: TBD 	Christine Warnock, DES
8:40 am	Association leadership decisions Chairperson, Vice Chair and Facilitator – or – just Chairperson and Vice Chair? <ol style="list-style-type: none"> 1. What are duties of the chair and vice chair? <ol style="list-style-type: none"> a. Depending on extent of duties, may help determine if a facilitator is also necessary. 2. If just Chair and Vice Chair would facilitation duty alternate quarterly? 3. One is backup for the other when unable to attend? 4. Should term for Chair and Vice Chair be annual? <p>Do we want to vote for Chair and Vice Chair today?</p>	Christine Warnock, DES

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9:15 am	Legislative session wrap up	Gabrielle Stillwater, DES
9:30 am	Training Advisory Group update	Sundae Delgado, DES
9:45 am	DES Policy Team update	Christine Warnock, DES
10:00 am	DES contracts website process improvement <ul style="list-style-type: none">• Customer-focused improvements• WACS landing page	Howard Cox, DES
10:20 am	Create a list of potential agenda topics for the year <ul style="list-style-type: none">• Discuss topics for next quarterly meeting agenda	Christine Warnock, DES

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Meeting Schedule

1 st Thursday	Facilitator(s)	Location
September 5, 2019	Simon Tee, WSP	L&I (7273 Linderson Way SW, Tumwater), Room S118
December 5, 2019	Kirsten Taylor, L&I	L&I (7273 Linderson Way SW, Tumwater), Room S119
March 5, 2020	TBD	TBD
June 4, 2020	TBD	TBD
September 3, 2020	TBD	TBD

Possible future Agenda Topics:

- One Washington update
- DES Policy Team – Policy development updates and get us involved
- ECMS Workgroup updates
- Training Advisory Group updates
- SaaS Roundtable (suggestion in follow up from last meeting)
- Legislative Updates (seasonal)

These were on an old list – included here to seed conversation

- Contracts Resource Group
- Maintenance Contracts
- Contract warranties and licenses
- Small Works – PENDING
- Construction Contracts
- Service Level Agreements
- Interagency Agreements
- Correctional Industries