

MEETING MINUTES

Thursday, December 3, 2020 • 10:00 AM – 12:00 PM

WASHINGTON ASSOCIATION OF CONTRACTS SPECIALISTS

Facilitator: Elena McGrew, DES Strategy Team

Meeting started promptly at 10 am via zoom with welcome and introductions. There were approximately 86 attendees.

Opening Jim Webster – welcome and introductions

- Two nominations for Secretary and Vice Chair were received. The vote was opened, and with a vote of 34-0, Ann Polanco was approved as Vice-Chair and Shannon Oien was approved as Secretary for the period January 1, 2020 through December 31, 2021.
 - Officers for 2021 are: Jim Webster, Chair, Ann Polanco, Vice-Chair, and Shannon Oien, Secretary
- Jim extended an invitation to be a facilitator – need 4 in 2021. Next meeting is March 4, 2021.
- Elena McGrew, introduced the DES Procurement Strategy Team:
 - **Olu Agbaje** – Janitorial Services, ACH
 - **Mike Dombrowsky** – Cloud Solutions, Software VAR, IT Software Brokering Program, Office Relocation
 - **Elena McGrew** – COVID PPE, School devices, Microsoft EA
 - **David Mgebhoff** – Transit Buses, Fuel, ACH, DES Day Care
 - **Bart Potter** – Generator Maintenance, Homeless Camp Clean-up
 - **Cindy Zielinski** - WSP, DES Training Courses, Office Relocation
- The DES Procurement Strategy Team presented their roles as the DES procurement strategy team and contract liaison for agencies.
- The DES Procurement Strategy Team presented information on blind evaluations, when it is appropriate of use, language and best practices.
- The DES Procurement Strategy Team presented information on pre-bid conferences.

Please see the PowerPoint presentations that were used at the meeting for more information.

Meeting was adjourned by Jim Webster at approximately 12:10 pm