

MEETING MINUTES

Wednesday, March 2nd, 2022, 1:00 – 3:00 PM

Washington Association of Contracts Specialists

Facilitator: Elena McGrew Statewide Enterprise Procurement Manager, Department of Enterprise Services

Meeting started at 1PM via Zoom with welcome and introductions. There were approximately 120 attendees.

Opening Elena McGrew, Welcome and Introductions

- To view potential new master contracts, please go to DES potential master contract on the website. This will show a combined list of things that might be important to do as a future master contract.
- Elena McGrew shares stories of success in C&P. Recently awarded a fuel master contract and a business consulting services master contract.
- Shana Barehand – Business Diversity Outreach Manager, DES
 - Shana Barehand presents on procurement inclusion and equity. Discussed opening the PIE team to other agencies to join.
 - Currently hiring for a Community Outreach Specialist. The Community Outreach Specialist will be putting together a procurement party where they will invite other agencies who do the purchasing of the goods and services and small/diverse/veteran owned business to meet everyone.
- Cindy Zielinski – IT Contracts Liaison, DES
 - Cindy Zielinski presents on Procurement consulting services – She welcomes Brandon and announces that she is retiring.
 - Launched the small agency procurement program. This focuses on small agencies providing additional services.
- Roundtable
 - DES Policy team is looking to update sole source procedure. Finalizing some of the ideas/input. Further communication will come out soon when its finalized. Estimation for finalized date is April 1st
 - Questions relating to the use of inner agency agreements. DES Policy team is exploring what those guidelines are related to. For IT services going forward we are trying to prioritize open competition giving small/local/diverse business the opportunity to bid.
 - DES holds enterprise agreement with Microsoft that is expiring in August. DES is committed to partnering with WA tech to work together to confirm Microsoft meets the privacy and data security requirements the state needs.
 - There is a clause/term in master contracts that allow vendors to cover for gaps in capacity if current vendor can't perform, refusing service or having capacity issues. DES could look to add an additional award if there were other bidders.

Meeting was adjourned by Elena McGrew at approximately 2:51 pm.

References from the meeting:

Insurance trainings:

- Cyber Training--<https://youtu.be/sa6aewa7XBc?t=137>
- Additional Insured Requirements-- <https://youtu.be/EqLuBSMESP>
- Certificate of Liability Training--<https://youtu.be/G47GcfdksM0>
- Exhibit C-Insurance Requirements--<https://youtu.be/r2R7hjcKyGQ>
- Professional Liability Training- <https://youtu.be/Bioh36QrSQk>
- Excess & Umbrella Training- <https://youtu.be/mKSJklap3k>
- Workers' Compensation & Employer's Liability--<https://youtu.be/De4npqzUbdw>
- Commercial General Liability--<https://youtu.be/JuiRiq3dw3A>
- [Procurement Consulting Services | Department of Enterprise Services \(wa.gov\)](#)
[ProcurementToolsAndTemplatesDirectory.pdf \(wa.gov\)](#)