

DES BDAG Meeting Minutes

Location: Virtual
Date: June 21, 2022
Time: 10 AM to 12 PM

Attendance

Agenda Items

Time	Topic	Presenter(s)
10:00 AM – 10:05 AM (5 Minutes)	Welcome and overview	Kim
10:05 AM – 10:30 AM (25 Minutes)	BDAG overview and orientation	Shana
10:30 AM – 10:50 AM (20 Minutes)	Icebreaker	All
10:50 AM – 11:05 AM (15 Minutes)	C&P updates “upcoming contracts	Bart Potter
11:05 AM – 11:20 PM (15 Minutes)	Future contracts and target outreach	Anastassia and Kim
11:20 AM – 11:30 AM (10 Minutes)	Feedback and determination	All
11:30 AM – 11:50 AM (20 Minutes)	Discuss and clarify the definition of small business	Shana
11:50 AM – 12:00 PM (10 Minutes)	Closing and future meetings	Kim

Meeting Minutes

- **Welcome and overview**
- **BDAG overview and orientation**
 - Lee Mozena, Founder/Owner of Zena Consulting; Strategic Communication, Training, and Facilitation, and also have been awarded a DES/ DEI Training Solutions Contract.
 - Dr. Linda Paralez, Demarche Consulting Group, www.demarcheconsulting.com, 206 999 9786, paralez@demarcheconsulting.com, always looking for subcontract partners with strong process improvement and technology skills.

- Dr. Sanjay Shirude, www.accelbi.com, bdm@accelbi.com: Hello, I am Dr. Sanjay Shirude, CEO of accel bi. We have been in business for the last 22 years in simplifying business modernization. My client ranges from SLED and FED business. We do Assessment, Solution Integration, VAR, and Managed Services. We are ISO9000 and ISO27001 certified company. Always looking for teaming partners and subcontracts for our Fed and SELD contracts such as NASPO - VAR, NASPO Cloud Services, and GSA IT Services Contract. You can reach me at BDM@accelbi.com and www.accelbi.com
- Kristann Orton, CEO of India, helping clients use data to make better decisions to improve their CX, internal process, or engaging stakeholders to invest in new ideas. I've been working recently on measuring /improving social and environmental impact. <https://www.linkedin.com/in/kristann/> or kristann@inceodia.com
- Maryam Lynch-Tate | Washington PTAC | Business Outreach & Training Specialist | MLynchTate@washingtonptac.org | 253.257.5528
- Box Account-(already) resent the invitation to access 64 people.
- **Icebreaker**
- **C&P Updates “upcoming contracts.”**
 - See Bart’s attachment and Alexander’s link.
 - <https://apps.des.wa.gov/DESContracts/Home/Contact>
- **Future Contracts and Target Outreach**
 - Anastasia’s presentation
 - ITPS contract and outreach at Tabor 100; <https://www.tabor100.org/events/>
 - June 25th, 10-12 (In-person)
 - Hybrid, Lunch and Learn:
 - June 30 ITPS
 - July 14-(topics tentatively) DES 101, Procurement 101
 - Aug 11-(Topics tentatively) Solicitation Milestones
- **Feedback and determination**
 - How often should we meet?
 - Monthly: 56%
 - Quarterly: 55%
 - When’s the best time for the meeting? (Lee suggested alternating 10 am and 3 pm)
 - current time (56%)
 - After 3 pm (57%)
 - We plan to provide one-hour monthly training for Open House. When’s the best time?
 - After 3 (86%)
 - Before 10 am (25%).
 - When’s the best training day?
 - Thursday (67%)
 - Wed (25%)
 - Tues (13%)
 - Arthur-Subcommittee vs. Taskforce work
 - Five voted “yes” for task force over subcommittees which was a majority:
 - Kristann Orton; Sanjay Shirude; Traci Harrell; Dr Linda Paralez; Kitara Johnson-Jones

- Collect ideas/suggestions for the future training/workshop:
 - Lee: Please clarify this training idea. As I understood the goal of this committee, helping us get contracts would be a different goal. There are other ways to learn these skills and the process (PTAC, BDAG presentations at Tabor 100, etc.). I think the focus and work of BDAG are so critical to small biz that they can't be here.
 - Training suggestions
 - Procurement processes
 - Best practices in proposal prep for master contracts
 - Examples of winning contracts
 - Insights into how master contracts are evaluated
 - Procurement Policies
 - RFP Evaluations
 - Legal aspect of procurement
- Four volunteered to meet and brainstorm the best training methods and topics: Dr. Linda Paralez; Traci Harrell; Kitara Johnson; Dr. SanJay Shirude
- How should we make a decision?
 - Jaime- check for existing procedure
 - Lee Mozena- “Whoever shows up gets a vote. We can't wait for a full house to make decisions.”
 - OMWBE should be attending the BDAG meeting. Irene Reyes will contact OMWBE.
- **Discuss and clarify the definition of small business**
- **Closing and future meetings**