

## ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF OCTOBER 3, 2023

Policy	Status	Next Steps	Target Completion Date
Competitive Contracting Manual	<ul style="list-style-type: none"> <li>• Identified impacts of HB1521 to Competitive Contracting Manual.</li> <li>• Sent proposal to DES management with proposed revisions to the Competitive Contracting Manual.</li> <li>• Obtained leadership approval to proceed with the document revision.</li> <li>• The Policy Administrator is reviewing the manual and incorporating the HB1521 into the manual. The review is 85% done.</li> </ul>	<ul style="list-style-type: none"> <li>• Send revised manual to targeted stakeholders for input. Finalize the manual, which incorporates HB1521 requirements.</li> </ul>	December 2023
PCBs Policy Refresh	<ul style="list-style-type: none"> <li>• The policy and related documents are due for revision in 2024 and efforts are underway to revise the policy.</li> <li>• Targeted stakeholders were contacted on July 19 and July 25, August 30, and September 22, 2023, and are in the process of providing feedback to the DES Policy Team.</li> <li>• Project schedule updated on September 28, 2023.</li> <li>• Draft of policy provided to management on October 2, 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• The Policy Administrator will begin gathering information to determine the gaps to be addressed in the policy.</li> <li>• Work will begin on project schedule to estimate related project activities timelines.</li> <li>• The Policy Advisor will finalize a draft revision for broader stakeholder input by October 2023.</li> <li>• Draft will be sent to stakeholders for feedback due by October 30, 2023.</li> </ul>	March 2024
Purchases of Washington Grown Food refresh	<ul style="list-style-type: none"> <li>• The policy and related documents are due for revision in 2024 and efforts are underway to revise the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• The Policy Administrator will begin gathering information to determine the gaps to be addressed in the policy. Work will begin on project schedule to estimate related project activities timelines</li> </ul>	February 2024

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Delegation of Authority refresh	<ul style="list-style-type: none"> <li>The policy and related documents are due for revision in 2024 and efforts are underway to revise the policy.</li> </ul>	<ul style="list-style-type: none"> <li>The Policy Administrator will begin gathering information to determine the gaps to be addressed in the policy.</li> <li>Work will begin on project schedule to estimate related project activities timelines</li> </ul>	April 2024
Sole Source Contracts refresh	<ul style="list-style-type: none"> <li>The policy and related documents are due for revision in 2024 and efforts are underway to revise the policy. Policy Administrator has developed a project schedule and working on the communication plan.</li> <li>Gathered information to determine the gaps to be addressed in the policy.</li> <li>DES Enterprise Procurement Policy team recently sent out a customer satisfaction survey to seek feedback on current policy as part of the efforts to refresh the policy.</li> <li>The Policy Administrator is working with internal stakeholders to finalize the project plan.</li> <li>DES completed initial stakeholder consultation through a survey that closed August 31, 2023. Survey results have been reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>The Policy Administrator will revise the policy to reflect survey findings and based on identified gaps.</li> <li>Share the revised policy with stakeholders.</li> <li>The Policy Administrator will finalize a draft revision for stakeholder input by November 2023.</li> </ul>	April 2024
EO 18-03 refresh	<ul style="list-style-type: none"> <li>The policy and related documents are due for review and possible revision in 2024 and efforts are underway to revise the policy.</li> </ul>	<ul style="list-style-type: none"> <li>The Policy Administrator will begin gathering information by December 2023 to determine the gaps to be addressed in the policy. Work will begin on project schedule in December to estimate related project activities timelines.</li> </ul>	June 2024
Procurement Guidance Document.	<ul style="list-style-type: none"> <li>On February 8, 2023, sent out a survey recently to gauge stakeholders' interest in a competitive solicitation policy. As of February 15, 2023, 11 stakeholders completed the survey. 90% say a guidance document is needed on the subject and 64% prefer guidelines.</li> <li>Survey feedback assessed in consultation with leadership.</li> <li>Drafted communication and project plans, which are</li> </ul>	<ul style="list-style-type: none"> <li>The project has been put on hold until DES completes the Procurement Manual project DES is working.</li> </ul>	TBD

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	<p>undergoing approval process.</p> <ul style="list-style-type: none"> <li>Conducted the first round of internal consultation in May 2023. Based on the information received during consultation, work is temporarily on hold to understand how this project overlaps with other related projects.</li> <li>Identified policy/guidance gaps, based on the scope of work in the procurement tools and templates project.</li> </ul>		