

## ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF MARCH 12, 2024

Policy	Status	Next Steps	Target Completion Date
Contracting Out Manual (aka "Competitive Contracting Manual")	<ul style="list-style-type: none"> <li>Identified impacts of HB1521 to the Contracting Out (aka Competitive Contracting) Manual.</li> <li>Obtained leadership approval to proceed with the document revision.</li> <li>Leadership recommended that the entire manual be reviewed and that the name of the manual be changed to avoid confusion with the WA-State Contract Management Manual published in 2019.</li> <li>The Policy Administrator is reviewing the manual and incorporating the HB1521 into the manual.</li> <li>The Policy Administrator's review of the manual is 98% done.</li> </ul>	<ul style="list-style-type: none"> <li>Seek internal DES management review of the manual. Projected to start in April.</li> <li>Send revised manual to targeted stakeholders (PCAG) for review.</li> <li>Finalize the manual, which incorporates HB1521 requirements.</li> </ul>	April 2024
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 provided feedback to the DES Policy Team.</li> <li>Significant internal stakeholder consultations have been conducted, including consultation with the Communication Team, DES' ecological expert and DES' Legislative Liaisons.</li> <li>Completed targeted external stakeholder work with Senator Billing, who sponsored the original legislation and Ecology.</li> <li>Leadership approved a proposed policy draft. Approved policy draft sent to targeted stakeholders on February 26, 2024. Feedback is due on March 15, 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Subsequent to targeted stakeholder feedback, a survey will be conducted for general feedback on the policy. Survey for general feedback planned for April 2024.</li> </ul>	May 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> <li>Research has been completed on the policy.</li> <li>A revised draft of the policy and FAQs has been completed.</li> <li>A survey regarding policy use and suggested improvements to was sent to stakeholders on February 15, 2024. The survey closed on February 29, 2024, but due to a lack of responses, the survey was extended until March 15, 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Finalize policy, based on stakeholder feedback.</li> </ul>	April 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>Work will begin on project schedule to estimate related project activities timelines.</li> <li>The Policy Administrator will begin gathering information, through stakeholder work, to determine the gaps to be addressed in the policy.</li> </ul>	July 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>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>DES completed initial stakeholder consultation through a survey that closed August 31, 2023. Survey results have been reviewed.</li> <li>Gaps identified and briefing materials prepared to inform leadership of recommended changes to the current policy.</li> <li>DES leadership has reviewed the proposed draft changes.</li> </ul>	<ul style="list-style-type: none"> <li>Make revisions to the policy, based on DES leadership feedback.</li> <li>Share the revised policy with stakeholders.</li> <li>The Policy Administrator will finalize a draft revision for stakeholder input by March 2024.</li> </ul>	May 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> <li>The Policy Administrator has prepared the project scheduled for management approval.</li> <li>Sent out a survey to all stakeholders on March 1, 2024. The survey remains open until March 15, 2024.</li> <li>Current policy reviewed by internal stakeholders for gap identification. One change was recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder feedback is due by March 15, 2024.</li> <li>The Policy Administrator will review feedback received from stakeholders.</li> <li>Revise the current policy based on feedback received.</li> <li>Obtain the DES Director's approval of the revised policy.</li> <li>Publish the revised policy.</li> </ul>	June 2024

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Convenience Contracts Policy (NEW)	<ul style="list-style-type: none"> <li>DES Enterprise Procurement Policy Team has received several inquiries in 2023 requesting guidance on convenience contracts, necessitating the development of a policy.</li> <li>November-December 2023, the Policy Team has developed a draft convenience contract policy and procedure, DES-POL-070.</li> <li>Incorporated changes to draft policy packet due to HB 1471</li> </ul>	<ul style="list-style-type: none"> <li>DES management review of the draft policy/procedure.</li> <li>Share the draft policy and procedure with targeted partners and advisory groups for initial feedback.</li> </ul>	May 2024
Supplier Diversity Handbook Revisions	<ul style="list-style-type: none"> <li>April 1, 2023, the Supplier Diversity Policy became effective.</li> <li>DES Enterprise Procurement Policy Team hosted supplier diversity lunch-and-learn sessions weekly in June 2023 and October 2023.</li> <li>The Policy Team has received several inquiries in the lunch and learn sessions, and through ad hoc consultation, requesting guidance and clarity on certain areas of the handbook, necessitating the development of additional FAQs and clarifications.</li> <li>The Policy Team has developed a series of changes to be made to the Supplier Diversity Handbook.</li> </ul>	<ul style="list-style-type: none"> <li>Share the upcoming changes to the Supplier Diversity Handbook with stakeholders at upcoming events/meetings.</li> </ul>	April 2024
Procurement Guidance Document.	<ul style="list-style-type: none"> <li>On February 8, 2023, sent out a survey to gauge stakeholders' interest in a competitive solicitation policy. Eleven stakeholders completed the survey. 90% say a guidance document is needed on the subject and 64% prefer guidelines.</li> <li>Conducted the first round of internal consultation in May 2023. Based on the information received 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>	<ul style="list-style-type: none"> <li>Based on the gaps identified in the Procurement Manual project, DES is developing policies/guidance documents for Client Services Contracts, Interagency Agreements, Grants, Cooperative Purchasing, etc.</li> </ul>	TBD