

BDAG Meeting Notes

2.21.2023

Welcome Review & Agenda – Kim Sauer, Business Diversity Program Manager, DES

Early Outreach - Anastassia Hunte Gardner, Research and Outreach Program Specialist, DES

- Anastassia Hunte Gardner discusses outreach guidance and finding Small, Diverse & Veteran businesses when working on solicitations.
- Office of Minority & Women's Business Enterprises (OMWBE) and Washington's Electronic Business Solution (WEBS) are two great resources to help with outreach.

Implementing The Policy – Drew Zavatsky, Procurement Risk Assessment Administrator, DES

- The Supplier Diversity Policy focuses on discrete strategies for businesses transformation, listed in the handbook. Those are:
 - Forecasting
 - Outreach
 - Unbundling
 - <\$150K
 - Pre-Bid Conferences
 - Solicitation/K Language
 - Evaluation Points
 - Subcontractor inclusion plan
 - Reserved awards
 - Transparency

BDAG Charter review/update - Shana Barehand, Business Diversity & Outreach Manager, DES

- Updates are being made to BDAG Charter. Some updates are as follow:
 - Making consistent terms in the Charter
 - Removing individuals' names and replacing with job roles
 - Clarifying the role of BDAG
 - Spelling out Department of Enterprise Services and being more consistent with terms and acronyms
- Consistent attendance in BDAG meetings is needed, membership can be terminated if failure to attend two meetings without prior notice.
- The Charter will be presented again at the next BDAG meeting to discuss the changes that have been made.


BDAG housekeeping & upcoming events – Kim Sauer, Business Diversity Program Manager, DES






- 6 members terms are ending in April 2023.
- Upcoming events:
 - State Contracting Opportunities & Open House – Thursday, March 16, 2023
 - Alliance Northwest – Thursday, March 16, 2023
 - AWMB Contractor's Day – Thursday, March 30, 2023






- Members were asked to vote on frequency of BDAG meetings, the majority vote is to continue with monthly meetings.

Upcoming contracts - Bart Potter, Procurement Strategist, DES

Title	Status Note	Max Term on Previous Contract
Vehicle accident management and repair	No responsive bids; solicitation reposted	3/10/2022
ADA vans, mini-vans and specialty vehicles	In progress – solicitation reviews	6/30/2022
Walk-in step vans, various sizes	In progress – solicitation reviews	8/4/2022
Electrical supplies	In progress – bid evaluations	8/30/2022
Automatic external defibrillator (NASPO)	In progress - strategy development	10/4/2022
Park & recreation/playground equipment (NASPO)	NASPO evaluations	11/30/2022
Less-lethal munitions	Bids under evaluation	12/9/2022
Lodging program (NASPO ValuePoint)	Determination/research	12/31/2022
Office furniture (NASPO ValuePoint)	Finalizing participating addenda	1/21/2023
Vehicle lifts and garage-associated equipment (NASPO)	Determination/research	2/10/2023

Transcription and captioning services  Commodity codes: 961-17, 961-46, 961-72	Awarded – launch date 2-21	2/20/2023
Computer equipment (NASPO)	NASPO evaluations in progress	2/28/2023
Derelict vessel and marine salvage	Determination research – re-bid	3/31/2023
Lab equipment and supplies (NASPO)	Determination research	3/31/2023
Sign support materials	In progress – strategy development	4/30/2023
Heavy construction equipment (Sourcewell)	Determination/research	5/13/2023
Electronic monitoring of offenders (NASPO)	Determination/research	5/31/2023

Litigation discovery services  Commodity codes: 920-30, 920-02, 920-19, 920-24, 920-23, 920-34, 920-48, 961-49, 958-82	Contract awarded; April target launch	NEW
Portable sanitation services  Commodity codes: 155-70, 934-84, 971-82, 977-73	Solicitation drafting	NEW
Auto repair services	Strategy development	NEW
Scrap metal collection and recycling  Commodity codes: 570-50, 926-77	Sourcing team – strategic planning	5/31/2023
Medical products (MMCAP)	Determination/research	6/25/2023
Communication tower engineering analysis services	Determination/research	6/30/2023
Janitorial/industrial paper supplies – Green	In progress – strategy development	6/30/2023
Process server service  Commodity code: 961-47	Sourcing team – strategic planning	6/30/2023
Professional grade tools and diagnostic equipment	Strategy development	6/30/2023
Facilities maintenance, repair, and operations (NASPO)	Strategy development	6/30/2023
Spoken language interpreter services – court-certified  Commodity codes: 961-75, 961-46, 961-17	Solicitation drafting	6/30/2023

Condoms (MMCAP)	Determination/research	6/30/2023
Pharmaceutical returns (MMCAP)	Determination/research	6/30/2023
Food service disposables	Strategy development	7/8/2023
Impact attenuators	Determination/research	7/31/2023
Security alarm technology services	Determination/research	7/31/2023
Personal protective equipment (PPE)	Strategy development	NEW
Project management (IT Professional Services)  I	Posted solicitation	NEW
IT security (IT Professional Services) 	Strategy development	NEW
IT development (IT Professional Services) 	Solicitation draft under review	NEW
Radio frequency identification (RFID)	Strategy development	NEW
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Portable sanitation services  Commodity codes: 155-70, 934-84, 971-82, 977-73	Solicitation drafting	NEW
Auto repair services I	Strategy development	NEW
Software VAR (NASPO)	Strat development; Arizona lead state	
Painting services	Strategy development	NEW
Advertising and marketing services	Strategy development.	NEW
Ambulance and emergency vehicles (Sourcewell)	Determination/Research.	NEW
Litter pickup  Commodity codes: 988-56, 910-27, 958-96	Vendor research/strategy development	NEW

Meeting adjourned at 12:02 PM