



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

September 27, 2019

TO: State Agency Procurement Contacts, Higher Education, Political Subdivisions; Vendors registered in WEBS; and Advisory Groups (i.e. BDAG, PCAG, WACS, user groups)

FROM: Department of Enterprise Services
Enterprise Procurement Policy Team

SUBJECT: Enterprise Procurement Policy Workshop – October 23, 2019

The Department of Enterprise Services (DES) is hosting an Enterprise Procurement Policy Workshop on **October 23, 2019**. DES will be seeking your feedback on four new environmental policy drafts, a new contract management policy draft, and four new policy concepts. The workshop will have call-in and in-person options. Copies of the draft Contract Management and Environmental policies will be posted as they become available on the [Enterprise Procurement Policy](#) webpage in early October.

Work sessions on the different policy drafts and policy concepts are scheduled throughout the day as follows:

8:30 – 9:30 a.m.	Environmental (four new policies, draft review session)
9:45 – 10:45 a.m.	Contract Management (new policy, draft review session)
11 a.m. – noon	Competitive Solicitations (policy concept, listening session)
Noon-1 p.m.	Lunch - on your own (morning and afternoon snacks will be provided)
1 – 2 p.m.	Supplier Diversity (policy concept, listening session)
2:15 – 3:15 p.m.	Executive Order 19-01 (policy concept, listening session)
3:30 – 4:30 p.m.	Bonds (policy concept, listening session)

Feedback options

DES is seeking feedback through **October 30, 2019**. All feedback is valued equally, whether provided at the workshop or via email. The Policy Team will be using a [feedback form](#) to collect feedback. The [feedback form](#) may be emailed to DESMiEnterpriseProcurementPolicy@des.wa.gov. The feedback received at the Workshop and through October 30, 2019 will be captured and summarized in documents that will include DES' consideration and responses. Those documents will be posted on the [Enterprise Procurement Policy](#) webpage after October 30, 2019.

Your feedback will help:

- Shape final policies for the Environmental suite and Contract Management policy.
- Influence the initial drafts of the Competitive Solicitations, Supplier Diversity, EO 19-01, and Bonds policies.

Workshop Date & Time:

October 23, 2019

8:30 a.m. – 4:30 p.m.

DES Building, 1500 Jefferson Street, Olympia, WA

Registration

In-person, or remote attendance, [registration for the workshop](#) opens on 09/30/2019.

Participants can participate remotely with a phone or computer. For those joining by phone only, meeting materials will be posted on the [Enterprise Procurement Draft Policies webpage](#) by 10/21/19.

To join by phone, call the number below:

Workshop Call-in Number: +1 669 900 6833 **Meeting ID:** 511 084 590

[Use this hyperlink](#) to participate by computer.

Policy information

The policy review and discussion during the workshop will address the following:

1. Environmental Policy Suite

DES is establishing policies and guidance regarding environmental purchasing requirements in the following areas:

- Mercury containing products (RCW 70.95M.060(2))
- Electronics products preference (RCW 39.26.265(1))
- Recycled content preference (RCW 39.26.255(1))
- Hydrofluorocarbons (HB 1112 passed in 2019 legislative session)

Draft policy documents were shared with stakeholders at the May 23, 2019, Policy Workshop. Since the May Workshop, DES has reviewed feedback received and has reached out to practitioners and other subject matter experts to further refine the draft policy documents.

DES received positive feedback to consolidate all environmental related policies, procedures, tools, resources, etc. The vision is to create a resource guide that incorporates all of the environmental policies mentioned above that can be easily updated with any newly adopted environmental related policies.

Areas of focus for the October 23, 2019 Policy Workshop:

- Are the refined draft policies clear?
- Are the tools helpful for implementing the consolidated approach to these policies?

2. Contract Management (New policy)

In accordance with RCW 39.26.180(1), DES is responsible for establishing policy regarding contract management. There is not a current policy; therefore, DES created a draft policy based on the feedback received from the 5/23/19 policy workshop and initial research.

To assist agencies with implementing contract management, DES has rolled-out a new mandatory [Washington State Contract Management Training Program](#). That training was released in January 2019.

At the workshop, we would especially appreciate hearing your thoughts on:

- Is the draft policy clear?
- Do you foresee any issues with implementing within your agency?
- Any other comments/feedback?

3. Competitive Solicitation (New policy/guidance)

DES is considering developing a policy or a guidance document related to competitive solicitations. DES will use the policy workshop to gather initial feedback to inform what is needed and what should be included.

At the workshop, DES would especially appreciate hearing your thoughts on:

- What are your agency's needs in a policy or guide for competitive solicitations?
- Other information that we should be aware of or research?

4. Supplier Diversity (New policy)

RCW 39.26.090(6) requires DES to develop procurement policies and procedures that encourage and facilitate the purchase of goods and services from Washington small businesses, and certified minority- and women-owned businesses. DES will use the policy workshop to gather initial feedback to inform a policy draft.

At the workshop, DES would especially appreciate hearing your thoughts on:

- What are your agency's needs in a supplier diversity policy?
- Other information that we should be aware of or research?

5. Executive Order 19-01 Veteran Support (New policy)

Under Executive Order 19-01 (signed on 5/13/19), DES in conjunction with Department of Veteran's Affairs (DVA) and the Office of Minority and Women Business Enterprises (OMWBE), is responsible for establishing a new policy regarding procurement practices and preferences to promote state agency contracting with veteran owned businesses. DES along with DVA will use the policy workshop to gather initial feedback to inform a policy draft.

At the workshop, DVA/DES would especially appreciate hearing your thoughts on:

- What are your agency's needs in a policy to promote procurement with veteran owned businesses?
- Other information that we should be aware of or research?

6. Bonds (New policy)

Under RCW 39.26.190, DES is responsible for establishing policies regarding the use of procurement related bonds. DES will use the policy workshop to gather initial feedback to inform a policy draft.

At the workshop, we would especially appreciate hearing your thoughts on:

- What are your agency's needs in a procurement related bond policy?
- Other information that we should be aware of or research?

Questions

If you have any questions, please feel free to contact DES' Enterprise Procurement Policy team by e-mail at DESmiEnterpriseProcurementPolicy@des.wa.gov or by phone at (360) 407-2210.