



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson Street SE, Olympia, WA 98501*

June 11, 2020

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

**FROM:** Department of Enterprise Services  
Enterprise Procurement Policy Team

**SUBJECT:** Enterprise Procurement Policy Virtual Workshop – June 30, 2020

The Department of Enterprise Services (DES) is hosting an Enterprise Procurement Policy Virtual Workshop on **June 30, 2020**. At the workshop DES will be seeking your feedback on a new policy outline for Supplier Diversity, a new policy draft for Procurement Bonds, and drafts for refreshing three existing policies (Emergency Purchases, Agency Contract Reporting, and Complaints & Protests). The workshop will be available in a virtual format only – see below for participation details. Copies of the draft policies and materials will be posted on the [Enterprise Procurement Policy](#) webpage beginning June 16, 2020.

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

Item	Agenda Topic	Purpose	Time	Presenter
1	Intro <ul style="list-style-type: none"><li>Purpose of Workshop</li><li>Feedback</li><li>Housekeeping Items</li></ul>	Feedback on Discussion Draft	8:30 – 8:45 (15 minutes)	Christine Warnock Christine Warnock Zoë Mroz
2	Procurement Bonds Policy	Feedback on Discussion Draft	8:45 – 9:05 (20 minutes)	Drew Zavatsky
3	Refresh of Existing Policies: <ul style="list-style-type: none"><li>A. Complaints/Protests</li><li>B. Emergency Purchases</li><li>C. Agency Contract Reporting</li></ul>	Feedback on Discussion Draft	9:05 – 9:50 (45 minutes, 15 minutes each)	Christine Warnock Drew Zavatsky Zoë Mroz
4	Supplier Diversity Policy outline, to include EO 19-01	Feedback on Discussion Draft	9:50 – 10:50 (60 minutes)	Christine Warnock
5	Wrap Up/Next Steps	Information Sharing	10:50 – 11:00 (10 minutes)	Zoë Mroz

### Feedback options

DES is seeking feedback now through **July 31, 2020**. All feedback is valued equally, whether provided during the workshop (using the Zoom Q&A function) or by email after the workshop. The Policy Team will be using a [feedback form](#) to collect feedback. The completed [feedback form](#) may be emailed to [DESMiEnterpriseProcurementPolicy@des.wa.gov](mailto:DESMiEnterpriseProcurementPolicy@des.wa.gov). The feedback received at the Workshop and after through the feedback period 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 with the next draft or with the final policy (whichever is the next appropriate step for the policy).

Your feedback will help shape final policies or drafts for each of the policies on the agenda. In the event of feedback that is significantly different from the proposed draft policies, there may be an additional opportunity to review a revised draft before DES finalizes the policy.

**Workshop Date & Time:**

June 30, 2020

8:30 a.m. – 11:00 a.m.

## Registration

[Register for the Webinar](#). After you register, you will receive a confirmation email with a URL link to join the Webinar. This link **should not be shared with others** because it is unique to your registration. Instructions for joining by phone will also be provided in the confirmation email. Do share information on how to register for the workshop with others who may be interested.

## Policy information

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

### 1. Procurement 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 feedback on the initial policy draft, based on feedback received from the previous policy workshop in October 2019.

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

- Does the draft [policy](#) address your agency's needs in a procurement related bond policy?
- Is the policy clear?

### 2. Complaints & Protests (Refresh of Existing Policy)

DES is updating the existing [DES Policy #DES-170-00](#), which was last revised on January 8, 2015. DES will use the policy workshop to gather feedback on the initial draft of the proposed policy update.

Areas of focus for the June 30, 2020 Policy Workshop:

- Do the draft [policy](#) and [procedure](#) address issues that you've encountered with the current policy?
- Do the policy documents provide clarity?

### 3. Emergency Purchases (Refresh of Existing Policy)

DES is updating the existing [DES Policy #DES-130-00](#), which was last revised on January 8, 2015. DES will use the policy workshop to gather feedback on the initial draft of the proposed policy update.

Areas of focus for the June 30, 2020 Policy Workshop:

- Does the draft [policy](#) address issues that you've encountered with the current policy?
- Does the draft policy provide clarity?

#### 4. Agency Contract Reporting (Refresh of Existing Policy)

DES is updating the existing [DES Policy #DES-210-01](#), which was last revised on March 9, 2015. DES will use the policy workshop to gather feedback on the initial draft of the proposed policy update.

Areas of focus for the June 30, 2020 Policy Workshop:

- Do the draft [policy](#) and [procedure](#) address issues that you've encountered with the current policy?
- Do the policy documents provide clarity?

#### 5. Supplier Diversity (New policy)

DES is developing 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, per RCW 39.26.090(6)).

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 also responsible for establishing a new policy regarding procurement practices and preferences to promote state agency contracting with veteran-owned businesses.

DES will use the policy workshop to gather feedback on the initial policy outline draft, developed based on feedback received from the previous policy workshop in October 2019. The work also follows recommendations made by the Business Diversity Subcabinet following a [Washington State Disparity Study](#) and aligns with the state's work within an [established legal path](#) to improve diversity and inclusion in government contracts. The outline also aligns with model policies developed for agencies by the Washington State Business Diversity Subcabinet Community of Practice regarding forecasting, outreach, unbundling, inclusion plans, contract language, and purchase cards. The cross-agency action team involved numerous subject matter experts, agency leaders and stakeholders in the development of these model policies.

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

- Are the [outline topics](#) correct?
- What other outline subtopics should be included?
- Do you have any model examples of topics/subtopics that we should consider for the policy?
- Any other comments/feedback?

#### Questions

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