



Business Diversity Advisory Group Meeting Summary

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

June 18, 2019 10:00 AM – 12:00 PM

NEW webinar system: Join Zoom Meeting

at <https://zoom.us/j/6485405456>

Call in: 1 669-900-6833

Meeting ID: 648 540 5456

Members:

ABN Technologies LLC, Trena Payton
ASAP Translation Services, Maria Gutierrez
Blue Shift Media, Danny Hankins
Birch Equipment Rental and Sales Inc., Cara Buckingham
Blackstar Services Inc., Daucey Brewington
Centro De Servicios Comunitarios LLC, Bertha Alicia Garza
Excel Supply Company, Irene Reyes

Nvelup Consulting Inc., Chris Barrios
Ovation Technology LLC, Malcolm Waters
Pacific Office Solutions LLC, Julie Valdez
Resilient Learning & Solutions LLC, Carl Newhouse
Sybis LLC, Jeremy Djajadi
The Part Works Inc., Katie Parris
Washington PTAC, Tiffany Scroggs

Guests: none

Staff Present:

Erin Lopez
Business Diversity Initiatives Manager
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Josh Klika
Procurement Supervisor
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Rebecca Linville
C&P Business Operations Manager
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Farrell Presnell
Enterprise Procurement Policy & Compliance
Manager
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Contracts Specialist
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Topic

Welcome & Overview

- Introductions
 - Recommendation to add a time for guests (DES staff with their contact information and community member introductions)
- Overview of today's agenda
- Overview of last meeting minutes
- Meeting location results & discussion
 - Reviewed survey results
 - Confirmed approval, based on survey results for:
 - **Two** BDAG meetings at alternate locations for 2 hours each (standard duration).
 - Replace the standard meeting on the two dates with alternate meeting locations.
 - No meeting in December.
 - One meeting will be close to Spokane's [Meet the BIGS](#) procurement conference on October 15, 2019 from 9 AM – 12.
 - Multiple Eastern and Central Washington members offered their business location for hosting a meeting. DES will look into space options, ethics rules, and public meeting protocol. DES will likely find a location at a state office.
 - There was a lot of discussion around the second meeting and DES recommended keeping what we have agreed to and sending out another survey tied to the second alternate meeting location.

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DES Updates

- Washington State Disparity Study
 - BDAG members requested an update on I-1000 and how DES is planning on educating the community and agencies. Specifically, policy and education.
- Amazon - Clarity on reports BDAG members want to see
 - Information that supports market research such as industry, region, seasonal spending, and ability to see what is purchased.
 - Annual data role up for state spend with Amazon
- Business Diversity and Marketing Manager
- [EO 19.01](#)
- BDAG Website

[DES Procurement Policy](#)

- Questions for DES Policy
- Direct Buy formal recommendation
- FAQ around master contracts not meeting needs tied to availability of small and diverse businesses.

BDAG DES Procurement Engagement

- BDAG has said they would like to be involved with procurements prior to solicitations and contract execution.
 - Market research prior to a solicitation, is encouraged.
 - Post contract execution reflection on lessons learned is encouraged.
 - No information can be provided by DES that would give vendor(s) an unfair advantage.
 - Transparency is important to ensure there is not a perception of influencing or information sharing.
 - Anyone can schedule 1:1 meetings with procurement staff (within our procurement rules).

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Agenda focus: Services

- Procurements are becoming more complicated with businesses and customers wanting to move away from 2-tier contracts. Some procurements also have more complex elements such as changes in laws.

Closing & Next Meetings

- Confirmation of next meeting agenda topics

Note, some topics were not covered from the agenda due to more time on topics than scheduled. After the meeting, members were able to participate in an updates on state master contracts for in-person, over the phone (OPI) and video remote (VRI) interpreter services.

Attachments:

- Draft Meeting Minutes from May 2019
- Executive Order 19-01 Veteran and Military Family
- BDAG Website Content
- BDAG Direct Buy Recommendations
- Small, Mini, Micro member recommendations (2 documents)
- Discussion draft for distributor strategies
- Regions often used for unbundling (map)
- DES Action Items

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- July 16, 2019
- August 20, 2019
- September 17, 2019



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During June:

BDAG Formal Recommendations:

- Completed formal direct buy policy recommendation.
- Plan to draft preference for small, mini, and micro businesses.

BDAG Informal Recommendations:

- Include BDAG in conversation prior to solicitations (recommendation started in April).

DES Action Items:

- Launch revised BDAG website.
- Work with members on draft guidance for small, mini, and micro business preference.
- Work with members on two BDAG meetings at other geographic locations.

Summary of BDAG Recommendations (attached)