

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

July 21, 2020 · 10:00 AM – 12:00 PM

Webinar system: [Join Zoom Meeting](#)

Call: 877 853 5247 US Toll-free

Meeting ID: 999 8764 8921

Password: BDAG

BDAG Members Present:

Azimuth Group LLC, Raul Ramos
Blue Shift Media, Danny Hankins
Birch Equipment Rental and Sales Inc., Cara Buckingham
Demarche Consulting Group, Linda Paralez
Inceodia, Kristann Orton
Jones & Associates Contract Services LLC, Joseph Jones
Pacific Office Solutions LLC, Julie Valdez

Resilient Learning & Solutions LLC, Carl Newhouse
Sybis LLC, Jeremy Djajadi
The Part Works Inc., Katie Parris
TNT Signs, Inc. dba Fastsigns, Grace Kendall
Washington PTAC, Tiffany Scroggs & Trena Payton
Zena Consulting, Lee Mozena

Department of Enterprise Services Contracts & Procurement Staff Present:

Alexander Kenesson, Procurement Supervisor
p: 360.407.8105, Team Line: 360.407.2215
e: Alexander.Kenesson@des.wa.gov

Erin Lopez, Business Diversity Outreach Specialist
360-407-8010, erin.lopez@des.wa.gov

Bart Potter, Procurement Strategist
360-407-9431, bart.potter@des.wa.gov

Indira Melgarejo, Program Specialist
360-407-7926,
indira.melgarejocarvajal@des.wa.gov

Drew Zavatsky, Procurement Risk Assessment Administrator
360.407.7915, drew.zavatsky@des.wa.gov

Shana Barehand, Business Diversity & Outreach Manager
360-407-7926, Shana.Barehand@des.wa.gov

Guests Present:

Joanne Lee, Human Resources Consultant
Department of Enterprise Services
360-407-8524, joanne.lee@des.wa.gov

Sarah Erdman, Deputy Director
Office of Minority and Women's Business Enterprises
sarahe@omwbe.wa.gov

<i>Topic</i>
<p>Welcome & Overview</p> <ul style="list-style-type: none"> • Welcome & meeting protocol • Members and guests • Meeting guiding practices • Overview of last meeting summary
<p>DES Updates – Contracts & Procurement</p> <ul style="list-style-type: none"> • Goods and Services Forecast

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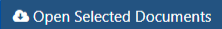

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- Organizational Management Contract
- COVID-19 Data (financial and inventory – two excels)

ACTION ITEMS:

- Updates to Organizational Management Contract posted by 7/23/2020.
- Request more information on [Data Communication](#) solicitation for the August meeting.
- Provide [link](#) to current Organizational Management Contract (provided).
 - When scrolling down the contract page, there is a section that will provide contract and past bid documents (image below).

Current Documents:	Historical Documents:	Resources:
--Select Document From Dropdown--	--Select Document From Dropdown--	--Select Document From Dropdown--
		

DES Updates – Enterprise Policy (Drew)

[Enterprise Policy Workshop was on June 30](#)

- [DRAFT policy outline.](#)
- Policy feedback due July 31st (outline and specifics within each topic area)
- Review past BDAG policy recommendations

BDAG RECOMMENDATION APPROACH FOR ADDITIONAL POLICY

RECOMMENDATIONS:

- BDAG Members ensure your recommendations and name is listed in the “Summary of Member Goals for new term year 2020 to 2021” by 7 AM on Monday, July 27th.
- Erin Lopez will provide a response by close of business on Monday, July 27th for working towards additional BDAG policy recommendations (please reference “BDAG FINAL policy recommendations 11.19.2019” for the last recommendations submitted by BDAG).
- Policy recommendations are due by July 31, 2020.

ACCESS TO DECISION MAKERS:

- High interest from members around access to decision makers.
- Trena Payton recommended looking at the federal practices for unsolicited proposals.

Building on Past Work

- C&P Procurement Inclusion and Equity Strategy
- BDAG Small, Mini, Micro Policy Recommendations
 - Small and diverse business data
 - Current state for Washington (data)
 - What are other states doing?

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Future Work/ Meetings Update

- First goal is to confirm the list and groupings of current member priorities
- We want to think if we want to combine the list with other past efforts.
- We will then come up with a method for prioritizing.

ACTION ITEMS:

- Provide a copy of the DES C&P PIE Strategic Plan

Closing

Attachments:

- Meeting Guiding Practices
- Meeting summary
- COVID-19 Price Data
- COVID-19 Distribution Data
- Small business preference data (1-pager)
- DES Action Items
- BDAG Policy Recommendations
- Repository (list) of new recommendations

Next meetings:

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

- August 18, 2020
- September 15, 2020
- October 20, 2020

Alternate date/locations:

- Historically we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 may impact these effort)

Notes: