

PCAG Meeting Minutes

October 21, 2020

- Welcome and Virtual Process
 - Facilitator: Ashley Blowers, AGR.
 - Everyone on mute, make sure to unmute when speaking.
 - Raise your hand with questions or comments
 - Remember to lower hand when answered
 - Everyone open the chat box and have open through the meeting.
 - Also use chat for questions
- OneWashington Update- *Presentation will be posted to the PCAG website*
 - Matthew Meacham, Project Director on the OneWashington Project with OFM.
 - Shared a presentation on the OneWA Program.
 - Did a run through of what the future dashboard will look like in Workday.
 - Brief overview of how they got to their current phase and the future work to be done on this project.
- DES Policy Check in & Discussion- *Document will be posted to the PCAG website*
 - Christine Warnock, Enterprise Procurement & Policy Manager at DES
 - Christine shared their Enterprise Procurement Policy Schedule with the group
 - The three policies they are working on are:
 - Refresh of Complaints & Protest
 - Refresh of Emergencies Policy
 - Refresh of contract reporting.
 - Procurement Bonds is a new policy being rolled out this year, discussed at the June workshop.
- Contracts Freeze Discussion (*No presentation or document.*)
 - Bonnie Lindstrom, OFM
 - Disclaimer- She was not consulted on the Governor's orders.
 - Processing a large number of exemption requests.
 - State HR handles the hiring freeze- Bonnie can only speak to the Contract Purchasing Freeze.
 - It is important that agencies use the correct form for purchasing requests. (equipment vs. personal services)
 - Make sure that you use the correct and most updated form or it can cause a delay in processing.

- If you have any further questions, please feel free to contact Bonnie at bonnie.lindstrom@ofm.wa.gov
- Contract Reporting & IT Contract Proviso (*No presentation or document*)
 - Rebecca Linville, DES
 - Due by 10/31/20, working diligently to get them submitted on time.
 - Open to any ideas on helping the time it takes to submit.
 - The group has 86% of agencies that have reported and they are preparing the final reports to submit to the legislature.
 - Member of the group asked for an FAQ, there is one on the contract reporting website.
 - Rebecca talked through their process for them and a couple of the issues that they run into with the forms, those are included in the FAQ.
 - The analytics team asked to lessen the spend years to 5 back and 5 forward, and the legislation told them no, unfortunately.
 - Looking at doing conditional formatting to highlight the boxes needed to make the form complete.
 - If you have further questions or feedback, please contact DESITContractsreporting@des.wa.gov or DESCPRMAnalytics@des.wa.gov.
 - Please keep in mind that there are things they *can* change and things they *cannot* change, so please let them know any tools or tips that would be helpful.
 - As for the Contract Reporting, They have currently received 38% of the reports, they anticipate more coming in soon.
- Future Facilitation and Agenda Items
 - Ashley Blowers, AGR
 - Please reach out to DESCPAdmins@des.wa.gov if you are interested in facilitating a meeting in 2021.
- Adjourn