

Business Diversity Advisory Group Summary

1500 Jefferson Street SE, Olympia WA 98501, Room 2320

November 19, 2019 · 10:00 AM – 12:00 PM

Webinar system: Join Zoom Meeting

<https://zoom.us/j/3447772247>

Call in: (669) 900-6833

Meeting ID: 344 777 2247

Members:

ASAP Translation Services, Maria Gutierrez
Blue Shift Media, Danny Hankins
Blackstar Services Inc., Daucey Brewington
Excel Supply Company, Irene Reyes
JRivera Associates, Inc., Jose R. Rivera
Pacific Office Solutions LLC, Julie Valdez

Sybis LLC, Jeremy Djajadi
The Part Works Inc., Katie Parris
TokuSaku Inc., Matt Iseri
Washington PTAC, Tiffany Scroggs
Yates Consulting, Henry Yates

Guests:

ASAP Translation Services, Camilo Madero

Washington State Staff Present:

Erin Lopez, Business Diversity Initiatives
Manager
Enterprise Services
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Shana Barehand, Business Diversity & Outreach
Manager
Enterprise Services
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Topic

Welcome & Overview

- Introductions
- Overview of today's agenda
- Overview of last meeting summary
- Member feedback for a different location and more community engagement
 - Went really well to have a meeting near Spokane.
 - Recommend a larger venue next time.

DES Updates

- BDAG travel reimbursements
 - [Statewide Vendor/ Payee services](#)
 - [Statewide Payee Registration](#)
- New BDAG applications (terms end in April)
- Procurement forecasts
 - [Goods and Services \(non-IT\)](#)
 - [IT Forecast](#)
- Awards data recommendations shared with WEBS lead
- Train the trainer proposed for January 9, 2020

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Enterprise Policy

- DES Enterprise Procurement Policy Meeting was held (10/23/19)
- BDAG members worked on and finalized DES enterprise policy recommendations and highlighted areas to work on for the next meeting.

Closing & Next Meetings

- Confirmation of next meeting agenda topics

Attachments:

- Draft Meeting Summary from September 2019
- DES Action Items
- Draft BDAG policy recommendations

Next meetings:

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

- November 19, 2019
- *December – no meeting*
- January 21, 2020

Alternate date/locations:

- Spring – Northwest WA - TBD

Action items between November and January meeting:

BDAG Formal Recommendations:

- Submitted: final enterprise policy recommendations for small and diverse business inclusion.
- Pending: revising final enterprise policy recommendations for small and diverse business inclusion. This is referencing recommendations submitted above. Doesn't change intent of recommendations, but creating clearer wording. This took place between meetings via email.

BDAG Informal Recommendations:

- Clarify the legal difference between "shall" and "must".

DES Action Items from BDAG for this month:

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- Conducted train-the-trainer on public market research databases (outside the time of the BDAG meeting). The training took place January 9, 2020.
- Updated BDAG website, finalized new member application, and emailed veteran and OMWBE certified firms about member openings.
- DES communicated with agencies in preparation of publicly posting Amazon data.

DES requests for help from BDAG:

- Review our forecast handout and how we explain our agency and how to work with us so we can better communicate with businesses.

Summary of past BDAG Recommendations (attached)