

## Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

May 19, 2020 · 10:00 AM – 12:00 PM

### Webinar system: Join Zoom Meeting

<https://des-wa.zoom.us/j/93194834659>

Call: 931 948 34659 US Toll-free

Meeting ID: 931 9483 4659

#### Members Present:

Blue Shift Media, Danny Hankins  
Centro De Servicios Comunitarios LLC, Bertha Alicia Garza  
Demarche Consulting Group, Linda Paralez  
Excel Supply Company, Irene Reyes  
Inceodia, Kristann Orton  
Jones & Associates Contract Services LLC, Joseph Jones

Pacific Office Solutions LLC, Julie Valdez  
Soul on Fire Consulting LLC, Sarah Lloyd  
The Pillars Group LLC, Dean Vand Dyke  
TNT Signs, Inc. dba Fastsigns, Grace Kendall  
Washington PTAC, Tiffany Scroggs & Trena Payton  
Zena Consulting, Lee Mozen

#### Washington State Staff Present:

Erin Lopez, Business Diversity Initiatives Manager  
Enterprise Services  
p: 360-407-8010  
e: [erin.lopez@des.wa.gov](mailto:erin.lopez@des.wa.gov)

Bart Potter, Procurement Strategist  
Enterprise Services  
p: 360-407-9431  
e: [bart.potter@des.wa.gov](mailto:bart.potter@des.wa.gov)

### Topic

#### Welcome & Overview

##### Introductions

- Welcome new and returning members
- Introductions (name, entity, industry, and feel welcome to share a little about what is important to you as it pertains to this group)

##### Today's agenda

##### DES Overview

- DES Agency
- DES Contracts and Procurement Division services
  - Master Contracts
  - Agency/Internal Contracts
  - Policy & Training
  - Business Operations (WEBS and other systems)
  - Procurement Inclusion and Equity

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#### Business Diversity Advisory Group (BDAG) Overview

- Charter
- Meeting culture/ practices: guiding practices, Zero to Five
- Meeting location

#### History

- 2018 - 2020 in Review
- Overview of last meeting and minutes

**ACTION:** Revise Meeting guiding practices

**ACTION:** Create packet with member information (contacts, demographics)

#### Disparity Study

Schedule meeting before the next BDAG meeting to provide more discussion.

#### COVID-19 Updates – Erin

- Erin Lopez has been activated part-time as the Business Community Impacts Lead for the Community Engagement Task Force (4/15/2020 – 7/31/2020).
- Centralized Resources: <https://coronavirus.wa.gov/>
  - Businesses and Workers
  - Supplying Washington State (under How you can help)

#### DES Updates

- [Enterprise Policy schedule](#)  
The Department of Enterprise Services Enterprise Procurement Policy Team will be hosting a Policy Workshop on **June 30, 2020**. Given the current environment
- [Goods and Services \(non-IT\) Forecast](#)
- [IT Forecast](#)
- General updates / Q&A

#### Closing & Next Meetings

- Confirmation of next meeting agenda topics
- C&P Procurement Inclusion and Equity Strategy
- BDAG Small, Mini, Micro Policy Recommendations (and data)
- Guest experts to come to the BDAG meetings

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#### **Attachments:**

- BDAG Charter
- Meeting culture/ practices: Zero to Five & guiding practices
- 2018 - 2020 in Review (DES Action Items)
- Overview of last meeting and minutes

#### **Next meetings:**

3<sup>rd</sup> Tuesday of the month from 10 AM – 12 PM

- June 16, 2020
- July 21, 2020
- August 18, 2020

#### **Alternate date/locations:**

- Historically propose: Fall - Central/Eastern WA (review after new members join & more information on how to be safe / COVID-19 impacts)

#### *Action items between May and June meeting:*

##### **BDAG Formal Recommendations:**

- Pending: small, mini, micro preference policy and potentially procedures (drafting).

##### **DES Action Items from BDAG for this month:**

- Discussion draft for revised meeting guiding practices
- Updated member contact sheet and website.
- Summarize member demographic data
- Pulled national small business data (laws and preferences)
- Met as a small group to discuss the disparity study

##### **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.
- Identify where members see opportunities for DES to support businesses during COVID-19 impacts.

#### *Summary of past BDAG Recommendations (attached)*