

## Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

March 16, 2021 · 10:00 AM – 12:00 PM

### Members Present:

Birch Equipment Rental and Sales Inc., Cara Buckingham  
Demarche Consulting Group, Linda Paralez  
Excel Supply Company, Irene Reyes  
Inceodia, Kristann Orton  
Jones & Associates Contract Services LLC, Joseph Jones

Ovation Technology LLC, Malcolm Waters  
Pacific Office Solutions LLC, Julie Valdez  
Sybis LLC, Jeremy Djajadi  
The Part Works Inc., Katie Parris  
Washington PTAC, Tiffany Scroggs & Trena Payton  
Zena Consulting LLC, Lee Mozena

### Staff Present

Alexander Kenesson, Procurement Supervisor  
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Shana Barehand, Business Diversity & Outreach  
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Erin Lopez, Business Diversity Outreach  
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<i>Topic</i>
<p><b>Welcome &amp; Overview (Erin)</b></p> <ul style="list-style-type: none"> <li>Members and guests</li> </ul>
<p><b>Enterprise Procurement Policy (Drew)</b></p> <ul style="list-style-type: none"> <li>Update on progress reviewing Supplier Diversity policy feedback</li> <li>Models from Business Diversity Subcabinet</li> <li>BDAG recommendations</li> </ul> <p>The plan is to have an early draft supplier diversity policy ready to present at the next procurement policy workshop (targeted for June 3, 2021).</p>
<p><b>DES Procurements (Bart &amp; Alex)</b></p> <ul style="list-style-type: none"> <li><a href="#">Forecasting</a></li> <li>Master Contracts</li> </ul>

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- Overview of recent solicitations and inclusion methods
- Separate cooperative contracts
- ITPS
- Agency Contracts
- One Washington – The state anticipates the early part of One Washington to start at the beginning of 2022

### DES ACTION ITEMS:

- Share with DES Public Works the gap for inclusion with Job Order Contracts in being able to count subs of subs. This results in not counting diverse suppliers. *Note this is sharing information from BDAG with another DES division. BDAG does not include public works.*

### PIE Strategic Plan (Shana Barehand)

- Stakeholder work & models
  - BDAG sub-meeting update
  - Other state models
- Policies and Procedures
- Outreach
- Metrics

### PIE Policies & Procedures (Shana Barehand)

- Inclusion Plans (high level)
- PIE policy (C&P division)

### BDAG RECOMMENDATIONS:

- Recommend early decision on unbundling or multiple award or multi region, *then* other inclusion options.

### DES ACTION ITEMS:

- How the business community can engage through the planning process. Schedule a meeting with Trena Payton on federal models of draft RFPs.
- Schedule sub-committee meetings to discuss forecasting. Record the meetings for members who cannot attend.
- Provide DES Agency Policy with the BDAG meeting summary.

### Outreach (Erin)

#### Outreach Reflection

- Event participation 2020
- Program Pilots 2020

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### Outreach 2021

- Known vs. Unknown (always growing)
- Events planned 2021
- Program pilots 2021

### Collaborative enhancements (sub-meetings)

1. PIE strategic plan (goals and metrics)
2. Reporting in BDAG meetings
3. BDAG recommended
4. Program improvements based on community feedback

### BDAG Recommendation:

- Clarify in marketing that member organization trainings are open to everyone (like Tabor 100).

### **Metrics**

- Diversity Data Report

### **BDAG Leading Change (Erin)**

Review and approve drafts to launch next month

- April 14, 2021, 10:00 AM – 12:00 PM – *New member on-boarding*
- April 28, 2021, 1:00 – 2:30 PM – *Application debrief*
- May 12, 2021, 1:00 – 2:30 PM – *Celebration and connecting leaving and entering members*

### BDAG Recommendation:

- Connect with those BDAG applicants to confirm the reason they applied and their thoughts/expectations.

### **Closing & future meetings (Erin)**

#### DES ACTION:

- Going forward OMWBE will set agency goals per agency and based on their availability. Request for OMWBE to present at a future meeting.

### **Attachments:**

- Meeting Summary February 2021
- BDAG PPT

### **Next meetings:**

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

- April 20, 2021 – *Last meeting of the term year*

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- May 18, 2021 – *First meeting of the new term*
- June 15, 2021

### **Proposed Additional Meetings:**

- April 14, 2021, 1:00 – 3:00 PM – *New member on-boarding*
- April 28, 2021, 2:00 – 4:00 PM – *Application debrief*
- May 12, 2021, 1:00 – 3:00 PM – *Celebration and connecting leaving and entering members*

### **Alternate Formats:**

*Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)*

- Fall 2021 (October 19, 2021, 10 AM – 12 PM) – **Virtual**
  - BDAG meeting with open community discussion
- Spring 2022 (March 9, 2022, 1 PM – 3 PM) – In-person
  - Western Washington BDAG meeting with the community
  - The day prior to the Alliance Northwest Conference
  - Same location as Alliance (tentatively Puyallup, WA)
- Fall 2022 (TBD) – In-person
  - Central/ Easter Washington BDAG meeting with open community discussion
  - Intend to align with a small business conference in the region