

ENTERPRISE PROCUREMENT POLICY SCHEDULE - AS OF APRIL 12, 2024

Policy	Status	Next Steps	Target Completion Date
Contracting Out Manual (aka “Competitive Contracting Manual”)	<ul style="list-style-type: none"> • Identified impacts of HB1521 to the Contracting Out (aka Competitive Contracting) Manual. • The Policy Administrator has finished reviewing the manual and recommended some changes as a result of HB1521 and other administrative updates... • Sent to leadership for review and feedback on proposed revisions. 	<ul style="list-style-type: none"> • Incorporate appropriate revisions, based on internal DES management input. • Send revised manual to targeted stakeholders (PCAG) for review. • Finalize and publish the manual. 	May 2024
PCBs Policy Refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • Targeted stakeholders were contacted on July 19 and July 25, August 30, and September 22, 2023, and provided feedback to the DES Policy Team. • Significant internal stakeholder consultations have been conducted, including consultation with the Communication Team, DES’ ecological expert and DES’ Legislative Liaisons. • Completed targeted external stakeholder work with Senator Billing, who sponsored the original legislation and Ecology. • Policy draft sent to targeted stakeholders on February 26, 2024. Feedback was due on March 15, 2024. • The revised policy draft and revised FAQs for the policy were presented to stakeholders on April 4, 2024, during a workshop. Feedback from the presentation is due on April 25, 2024. 	<ul style="list-style-type: none"> • Feedback from the April 4 workshop will be received on April 25. That feedback will be compiled and appropriate changes to the policy will be made. 	May 2024
Purchases of Washington Grown Food refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • A survey regarding policy use and suggested improvements to was sent to stakeholders on February 15, 2024. The survey closed on February 29, 2024, but due to a lack of responses, the survey was extended until March 15, 2024. • A meeting has been set to discuss changes to the policy with stakeholders on April 22, 2024. 	Finalize policy, based on stakeholder feedback of April 22, 2024.	May 2024
Delegation of Authority refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. • The policy refresh lead has been assigned to a Policy Administrator. 	<ul style="list-style-type: none"> • Work will begin on project schedule to estimate related project activities timelines. • The Policy Administrator will begin gathering information, through 	July 2024

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		stakeholder work, to determine the gaps to be addressed in the policy. <ul style="list-style-type: none"> • Preliminary draft of policy to be completed by May 3, 2024. 	
Sole Source Contracts refresh	<ul style="list-style-type: none"> • The policy and related documents are due for refresh in 2024. Policy Administrator has developed a project schedule and a communication plan. • DES Enterprise Procurement Policy team sent out a customer satisfaction survey to seek feedback on current policy as part of the efforts to refresh the policy. Survey closed August 31, 2023. • Gaps identified and briefing materials prepared to inform leadership of recommended changes to the current policy. • DES leadership has reviewed the proposed draft changes. • Draft policy and procedure documents were published online the DES website Sole Source page. • DES hosted a policy workshop April 4, 2024, which was recorded and posted on the DES website. • Released feedback form for stakeholders to provide input on policy/procedure documents. Feedback form will close April 25, 2024. 	<ul style="list-style-type: none"> • Make revisions to the policy, based on DES leadership feedback. • Collect feedback through April 25, 2024. • Incorporate necessary changes in policy/procedure, based on stakeholder feedback. • Work with DES IT staff to build policy enhancement(s) to Sole Source Contracts Database (SSCD). • The Policy Administrator will finalize a draft revision by June 2024. 	June 5, 2024
EO 18-03 refresh	<ul style="list-style-type: none"> • The policy and related documents are due for review and possible revision in 2024 and efforts are underway to revise the policy. • The Policy Administrator has prepared the project scheduled for management approval. • The survey sent out to stakeholders on March 1, 2024 closed on March 15, 2024. 39 stakeholders completed the survey. 	<ul style="list-style-type: none"> • The Policy Administrator is reviewing feedback received from stakeholders. • Revise the current policy based on feedback received. • Obtain the DES Director's approval of the revised policy. • Publish the revised policy. 	June 2024
Convenience Contracts Policy (NEW)	<ul style="list-style-type: none"> • DES Enterprise Procurement Policy Team has received several inquiries in 2023 requesting guidance on convenience contracts, necessitating the development of a policy. • November-December 2023, the Policy Team has developed a draft convenience contract policy and procedure, DES-POL-070. • March 2024 - Incorporated changes to draft policy packet due to HB 	<ul style="list-style-type: none"> • Collect feedback on draft policy documents through April 25, 2024. • Draft final policy based on stakeholder feedback. • Publish final policy. 	June 5, 2024

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	<p>1471</p> <ul style="list-style-type: none"> The policy and procedure drafts were presented to stakeholders on April 4, 2024, during a workshop. Feedback from the presentation is due on April 25, 2024. 		
Supplier Diversity Handbook Revisions	<ul style="list-style-type: none"> April 1, 2023, the Supplier Diversity Policy became effective. DES Enterprise Procurement Policy Team hosted supplier diversity lunch-and-learn sessions weekly in June 2023 and October 2023. The Policy Team has received several inquiries in the lunch and learn sessions, and through ad hoc consultation, requesting guidance and clarity on certain areas of the handbook, necessitating the development of additional FAQs and clarifications. The Policy Team made over 50 changes to the Supplier Diversity Policy Handbook and one change to the policy. The revisions reflect what we learned since the policy was implemented. 	<ul style="list-style-type: none"> Share changes to the Supplier Diversity Handbook with stakeholders at upcoming Supplier Diversity Community of Practice meeting(s) and at a Lunch & Learn session at a date to be determined. 	April 2024
Procurement Guidance Document.	<ul style="list-style-type: none"> On February 8, 2023, sent out a survey to gauge stakeholders' interest in a competitive solicitation policy. Eleven stakeholders completed the survey. 90% say a guidance document is needed on the subject and 64% prefer guidelines. Conducted the first round of internal consultation in May 2023. Based on the information received work is temporarily on hold to understand how this project overlaps with other related projects. Identified policy/guidance gaps, based on the scope of work in the procurement tools and templates project. 	<ul style="list-style-type: none"> Based on the gaps identified in the Procurement Manual project, DES is developing policies/guidance documents for Client Services Contracts, Interagency Agreements, Grants, Cooperative Purchasing, etc. 	TBD