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<b>Location</b>	Sunrise Room, Department of Commerce Building
<b>Purpose</b>	2015 SBLT Work Items – Calendar of Events; Department of Enterprise Services – Agency Presentations; Washington State Lottery – Agency Presentation; September’s SBLT Agenda Item
<b>Attendees</b>	Scott Hitchcock • Brittany Wilson • Patrick Reed • Rachael Lindstedt • Margeret Musser • Sharon Wong • Linda Alongi • Max Brown • Debbie Robinson • Nancy Skewis • Servando Patlan • Kim Johnson • Jeff Baughman • Jackie Bayne • Alexis Oliver

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## Agenda Highlights

- **2015 SBLT Work Items – Calendar of Events:** Rachael Lindstedt
- **Washington State Lottery – Agency Presentation:** Debbie Robinson
- **Department of Enterprise Services Agency Presentations – State Procurement Process and Contracting With Businesses:** Servando Patlan
- **September SBLT Agenda - The Seattle Economic Development Director and the economic development team will be attending the September SBLT meeting to discuss the Seattle Restaurant Success:** Sharon Wong

## Announcement

Jackie Bayne from the Washington State Department of Transportation (WSDOT) announced the job opportunity for the WSDOT Director, Office of Equal Opportunity. For more information about this job opportunity, contact Kris Rietmann at 360-705-7423 or [Rietmak@wsdot.wa.gov](mailto:Rietmak@wsdot.wa.gov).

## September SBLT Agenda Item

### Sharon Wong, Office for Regulatory Innovation and Assistance

- Sharon encouraged attendance at the September 24<sup>th</sup> SBLT meeting.
- The Economic Development Director and the Economic Development Team are on the agenda to discuss the Seattle Restaurant Success.
- Be sure the September 24<sup>th</sup> SBLT meeting is on your calendar so you don’t miss out on meeting with our partners.

## 2015 SBLT Work Item - Calendar Events – Update

### Rachael Lindstedt, Office for Regulatory Innovation and Assistance

- Rachael has met with the Calendar Events Committee. The committee discussed and agreed on new ideas to discuss with the SBLT members.
- Rachael presented on three different types of google analytical reports that showed number of hits we received on ORIA's website.
- Suggestion was made to run a Google Analytics Comparison Report to determine if there is more website hits on the ORIA website with the Events Calendar vs. before the Events Calendar was on the ORIA website.
- The events calendar is located on ORIA's website, under the Business Tab, Calendar of Events. The proposal is to move the calendar under the Business Tab, Our Business Services (same location as the Business Guide).
- Reminders:
  - Please visit the Small Business Events Calendar at [http://www.oria.wa.gov/site/alias\\_oria/734/calendar\\_of\\_events.aspx](http://www.oria.wa.gov/site/alias_oria/734/calendar_of_events.aspx) to review any upcoming events and let ORIA know (send to [help@oria.wa.gov](mailto:help@oria.wa.gov)) if there are any missing events or if your agency is attending an event not currently listed as an attendee.
  - Agencies can add the [Business Calendar of Events](#) link to their own agency website.
- The "2015 SBLT Work Item - Calendar Events – Update" will be a reoccurring agenda item for the monthly SBLT meetings.
- Action: Rachael will be working with Alexis Oliver, Washington State Office of Minority and Women's Business Enterprises (OMWBE) Director to have the OMWBE calendar sink with ORIA's calendar.
- OMWBE's calendar receives over 7,000 website hits per month.

## Agency Presentations – State Procurement Process and Contracting With Business

### Servando Patlan, Department of Enterprise Services

- Sharon introduced Servando Patlan, Business Diversity and Outreach Manager with the Department of Enterprise Services (DES).
- Servando presented on the State Procurement Process via PowerPoint.
- DES provides a variety of support services to state government and Washington residents, such as:
  - Expertise in information technology and printing
  - Guidance for human resources and employee services
  - Financial services
  - Stewardship, oversight and planning of state facilities
  - Managing mail, vehicles, and surplus operations

- Public works projects and goods and services contracts
- Provides categories of Procurement at DES: Public Works Contracting, and Goods and services contracting
- DES has identified an innovative, multi-faceted approach to increase opportunities for small and diverse businesses. The three areas are:
  1. Goods and Services Contracting - Government procurement creates economic opportunities for Washington businesses:
    - Manages master contracts for a wide range of needs, from information technology to professional services to facilities supplies.
    - Ability to look for upcoming procurements:
      - Planned Procurement Report - This report identifies contracting opportunities that are currently being developed but not yet awarded.  
<https://fortress.wa.gov/ga/apps/ContractSearch/PlannedProcurement.aspx>
    - Procurement Reform:
      - Improves transparency
      - Emphasizes: Best value for goods and services is not just about price!
      - Helps streamline contracting processes
      - Direct buy policy
      - Requires training - To help ensure businesses have consistent experience when dealing with any Washington state agency.
  2. Legislative Work:
    - 2015 Legislation - Senate Bill 5203 increases total value of work issued under Job Order Contracts from \$16 million to \$36 million.
      - Job Order Contracts:
        - Are administratively efficient
        - Require 90 percent of work to be subcontracted out.
        - 36 percent of subcontract work planned to go to diverse businesses
        - Individual work orders are less than \$350,000
    - 2016 Legislative Work:
      - Developing an action plan for the 2016 legislative session
      - Working to educate legislators
      - Goal: Remove barriers so small and diverse businesses can more effectively compete for state contracts
      - Your input is critical
    - Ideas for 2016 Legislative Session:
      - Considering current small and limited public works statutes.
      - Increase the limited public works maximum from \$35,000 to \$150,000.

- Working on ideas now to meet upcoming deadlines for submitting proposed 2016 legislation:
  - To successfully pass a bill, it takes at least 18 months and extensive stakeholder work.
- 3. Public Works Contracting:
  - Provides capital design and construction management services for many colleges and state agencies.
  - In the current two-year fiscal period, there were nearly 800 design and construction projects worth more than \$500 million.
  - Goal: Remove barriers so that small and diverse businesses can more effectively compete for DES public works design and construction contracts.
  - Outreach: Quarterly events, project events, and training and inclusion plans:
    - Required on contracts worth \$1 million or more.
    - Has 29 contracts valued at \$176 million.
    - Boosting small and diverse business participation to 15 percent = \$26 million in opportunities.
    - 12 more projects valued at \$159 million are pending.
      - Future Improvements:
        - Improve data collection and systems for measuring results
        - More technical support and outreach
        - Score inclusion plans for contractor selection
        - Past performance
        - Timely payment requirements
        - Retainage and bonding changes
      - What's Next?
        - Smaller Construction Contracts:
          - Contracts under \$1,000,000
          - Small Works - \$300,000 or less
        - Limited Public Works: \$35,000 or less
        - Professional Design Contracts:
          - Quick Select – \$35,000 or less
          - On-call Professional Services – \$150,000
          - Project Specific Selection – no limit
        - Moving Forward - As DES works to boost support to the small and diverse vendor community, you can provide feedback to [publicinput@des.wa.gov](mailto:publicinput@des.wa.gov) or 360-407-8275.

- Servando also presented on the Governor's Diversity Initiative via PowerPoint.
- DES is hearing from their customers and communities:
  - Barriers to doing business
  - Difficult and inconsistent processes
  - Current performance numbers
- Current state:
  - Data not standardized
  - Many independent efforts but no central focus
  - No common language
  - No statewide community of practice
- Strategy and next steps are to Work with community members to develop a common understanding of the issue, for a subcabinet, and mobilize team to support the subcabinet.
- The Subcabinet Agency Members were picked on the basis of their volume of contracting, procurement or public works projects based on calendar year 2014.
- Organizational structure consists of Community, Support Team, subcabinet, and Governor's Office. Support team for subcabinet was formed on July 20, 2015 and meets daily.
- Anticipated areas of focus – Work in each of the areas below will be concurrent:
  - Contracting and procurement practices
  - Public works / transportation practices
  - Training / education practices
  - Policy / legislative initiatives
  - Data collection / report systems
  - Diversity architecture (community of practice)
  - Communication and outreach
- Upcoming detailed plan of action:
  - Identify barriers / conduct gap & root cause analysis – Expected Outcome: Ensure sustainability for business diversity efforts - Due September 2015
  - Identify funding strategies – Expected Outcome: Standardize data and identification of the root cause - Due September 2015
- If you have questions about the State Procurement Process presentation, you can contact [businessdivserity@des.wa.gov](mailto:businessdivserity@des.wa.gov) .
- Servando presented on several different types of WEBS reports, such as:
  - Diverse Contracts Report – This report shows the diverse contractors.

- Outreach and Outreach Measures Report – This report shows outreach and outreach measures.
- Forecasting Report – This report shows items that have wen to bid. Some of the bids don't have a dollar value in the. Some individuals don't add a dollar value when they bid.
- Solicitation Information Summary Report – View current bid status and diversity status.
- Solicitation Information Detail Report - Shows everyone that was notified who was awarded a grant. Some small businesses are not downloading bids. Might have to call to see if someone has not looked at bid.
- Solicitation Download Report – Shows phone numbers, emails, and city the contract is at. You can use this report for outreach information.
- Vendor History Report – You can view which vendor you have that has had a contract with you in the past. This report helps to know your market so that you can get your diversity points up.
- Many people are not using the report tools. The Governor wants people to start using the reports.
- Businesses have the ability to self-certify in any of the following categories: Veterans, Women Business Owners, Minority Business Enterprises, or Small/Mini/Micro Businesses.
- Servando will be providing a Diversity 101 Training at the Tradeshow.

## Washington State Lottery

### Debbie Robinson, Washington State Lottery

- First time Washington State Lottery (Lottery) has presented at SBLT meeting.
- Debbie Robinson is Lottery's American with Disability's Coordinator.
- Works with over 3700 licensed retailers – primarily works with convenient stores.
- Also licenses big businesses, such as supermarkets.
- Works with retailers to ensure they are compliant with American Disability requirements.
- Helps customers to find the lowest cost ways to meet disability requirements.
- Handed out "Washington's Lottery Retailer Security" pamphlet – The pamphlet is a helpful resource to assist businesses in recognizing and preventing theft.
- Handed out "Washington's Lottery Retailer Accessibility Program Minimum Guidelines" – The lottery program is intended to assure that Lottery's products are readily available to all eligible players. These guidelines customers determine if their retail location is accessible as required by Lottery Policy.

- Lottery's Sales Representatives work with businesses to:
  - Make sure they understand obligations.
  - Build on-going financial relationships – making sure there are sufficient funds in accounts to pay for products.
  - Supply equipment and products.
  - Determine the terms of profit.
  - Ensure businesses are not selling to customers under the age of 18. Lottery tickets are considered a controlled item.
  - A monthly visit with business owners.
  - Understand retailer's security. Handed out a retailer's security pamphlet: "What you should know about lotter scams" – This brochure is designed to teach retailers how to identify and avoid lottery scams.
- In the past there used to be more Korean business owners. Therefore, there were more dual-language employees that spoke Korean. Currently, there are three dual-language / employees that speak Korean, for business owners who need that service.
- Handed out "Beyond the Ticket" document. The document shows how the profits are distributed:
  - Winners \$371.5M (60.8%)
  - WOPA Education \$121.9 M (19.9%)
  - Cost of Sales \$41.4M (6.8%)
  - Retailers \$37.4M (6.1%)
  - Stadium & Exhibition Center \$10.8M (1.8%)
  - Administration \$12.6M (2%)
  - Education Legacy - \$10M (1.7%)
  - Economic Development - \$4M (.7%)
  - General Fund - \$0.6M (.1%)
  - Problem Gambling - \$0.3M (.1%)

### **SBLT Team Members' Roundtable**

- Did not have time to conduct roundtable. Tabled agenda item for the next SBLT meeting.