

Washington State Department of Corrections

DOC'S Business Diversity
Procurement Overview



Washington Procurement Technical Assistance Center

www.washingtonptac.org

info@washingtonptac.org



WASHINGTON
PTAC

SPEAKERS



1

Tiffany Scroggs, Program Director

Washington State Procurement Technical Assistance Center (PTAC)
Thurston Economic Development Council

2

Traci Fuller, Business Diversity Program Manager

Administrative Operations Division/Business Services
Department of Corrections

3

Jennifer Mitchell, Business Diversity Analyst

Administrative Operations Division/Business Services
Department of Corrections

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Jeannie Miller, Assistant Secretary

Administrative Operations Division
Department of Corrections

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Anita Kendall, Sr. Director of Business Services

Administrative Operations Division
Department of Corrections

6

Steven Wagaman, Purchasing Supervisor

Administrative Operations Division/Business Services
Department of Corrections

7

Shana Barehand, Business Diversity and Marketing Manager

Procurement Inclusion and Equity Program
Department of Enterprise Services

8

Amanda Moore, Certification Compliance and Training Analyst

Certification, Audit, and Support Services
Office of Minority and Women's Business Enterprises (OWMBE)

9

Shamekia Moultrie, Program Manager

Veteran and Spouse Owned Business Services
Department of Veterans Affairs



AGENDA

- 10:00am** **Welcome & Remarks**
Tiffany Scroggs, Program Director
Traci Fuller, Business Diversity Program Manager
Jennifer Mitchell, Business Diversity Analyst
- 10:05am** **Washington State Department of Corrections Program Overview**
Jeannie Miller, Assistant Secretary
Anita Kendall, Sr. Director of Business Services
- 10:15am** **Washington Department of Corrections Purchasing Overview**
Steven Wagaman, Purchasing Supervisor
- 10:25am** **Washington Statewide Contracting Overview**
Shana Barehand, Business Diversity and Marketing Manager
- 10:35am** **Washington Minority and Women Owned Business Certification Process**
Amanda Moore, Certification Compliance and Training Analyst
- 10:45am** **Washington Veteran Owned Business Certification Process**
Shamekia Moultrie, Program Manager
- 10:55am** **Questions & Wrap Up**



Traci Fuller
Business Diversity
Manager

- Manages the Business Diversity program by leading Equity and Inclusion efforts to create a sustainable pipeline of small and diverse businesses by providing outreach, marketing and procurement with upcoming state contracting opportunities.
- Partner with OMWBE/DES/DVA



Tim Birley
Procurement and
Logistics Manager

- Responsible for the administration of DOC's statewide program for procurement and logistics
- Oversees procurement specialists and warehouse supervisors who provide procurement support to the department



Jennifer Mitchell
Contracts and Legal Affairs
Management Analyst

- Implements Business Diversity Program
- Analyzes DOC's contract and purchasing data to identify opportunities for small and diverse businesses
- Conducts outreach to identify, guide and assist small businesses seeking to do business with DOC

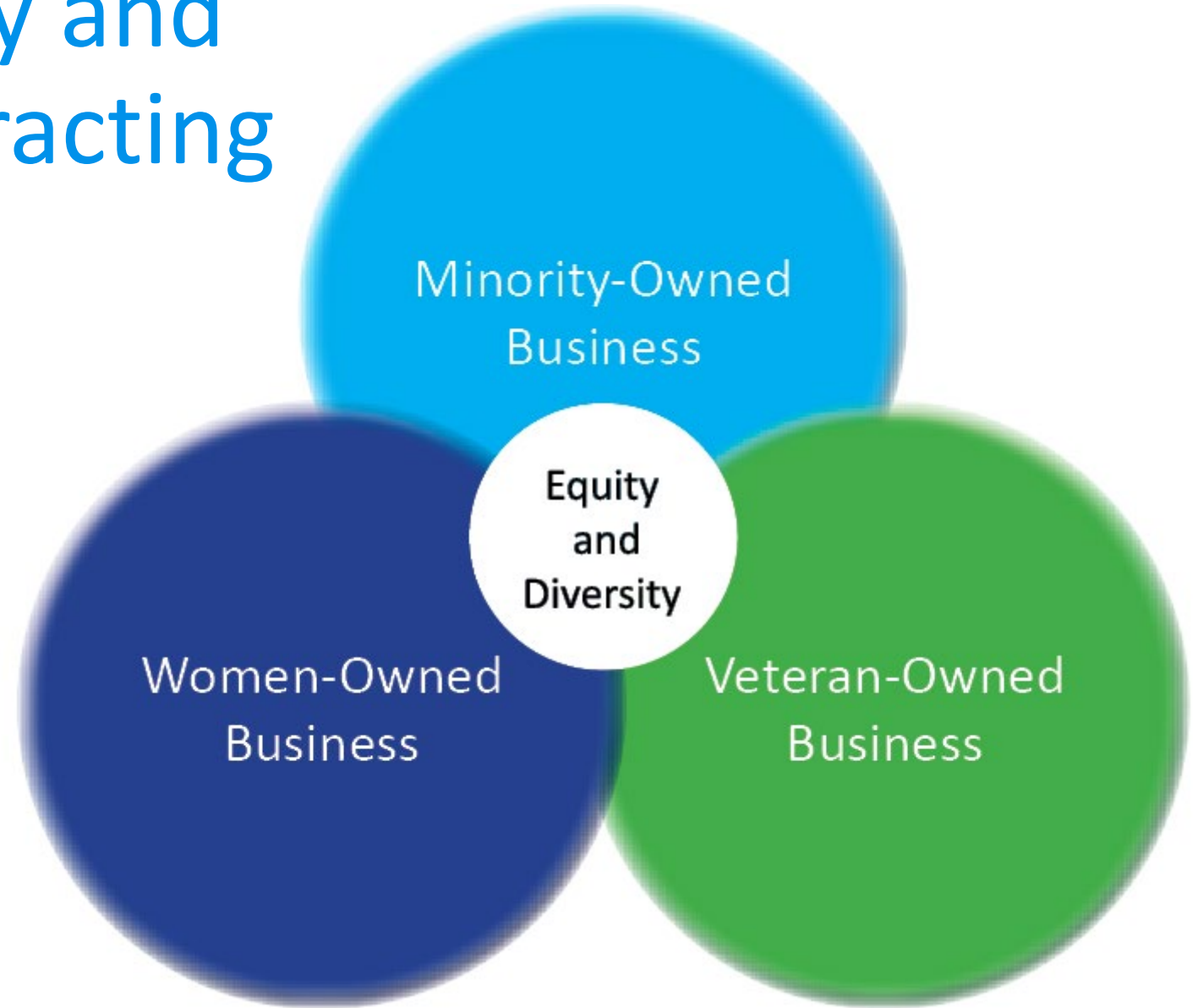
INCREASE EQUITY IN PUBLIC
SPENDING

IMPLEMENT
EO 22-01 AND DES SUPPLIER
DIVERSITY POLICY

EXPAND USE OF WASHINGTON
CERTIFIED
BUSINESSES

Striving for Equity and Diversity in Contracting

The Department of Corrections is more committed than ever to providing opportunities for small businesses and companies owned by women, minorities and veterans to conduct business with DOC by supporting equity and inclusive prosperity throughout the state.





Jeannie Miller

Assistant Secretary

Administrative Operations Division
Department of Corrections

Our Commitment

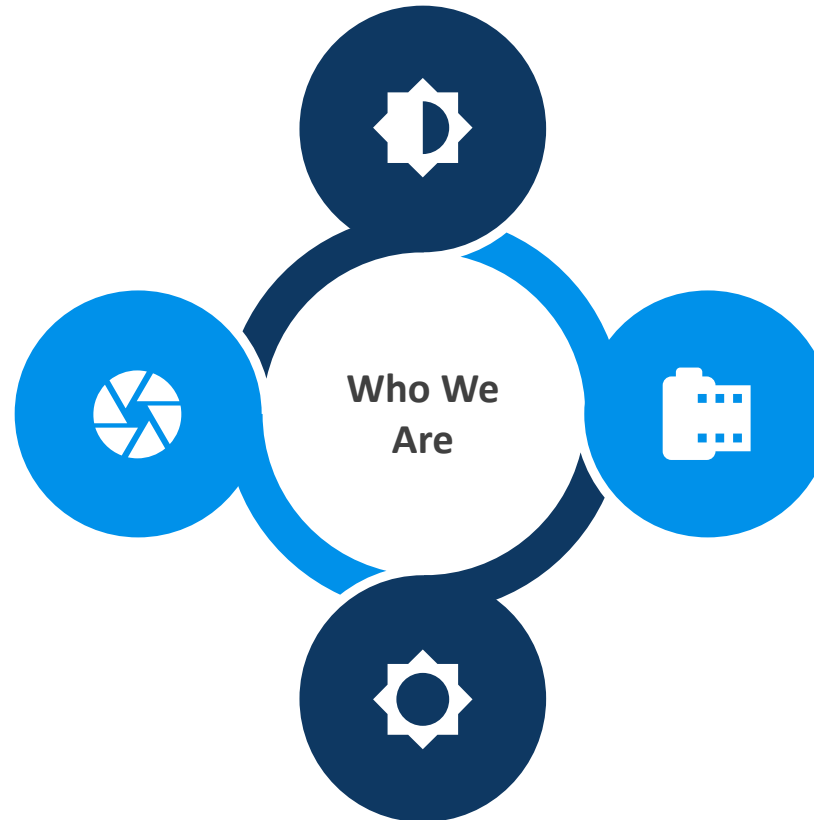
Vision: Working together for safer communities. Mission: Improving public safety by positively changing lives.

Business Operations

Contracts and Purchasing for
construction, services and supplies;
Fiscal Business Services

Correctional Operations

Services to incarcerated individuals;
Community Reentry Centers;
Correctional Industries



Community Interactions

Family services; Tribal Relations; Victim
services

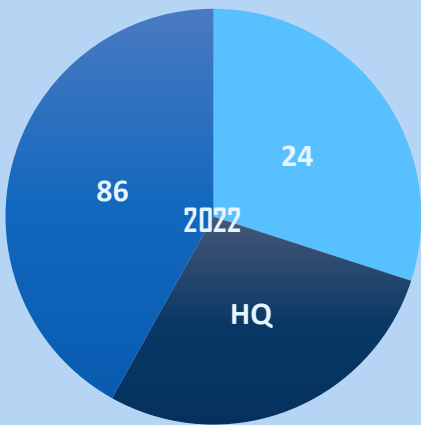
Enterprise Results

Quality management, accountability,
and performance system

Our Locations

Washington State Department of Corrections

Collaboratively the Department of Corrections manages all state-operated adult prisons and supervises adult offenders who live in the community.



- Community Field Offices**
Community Supervision services are delivered in 86 field offices, Community Justice Centers (CJC), Community Oriented Policing (COP) Shops, and outstations across the state.
- Facilities**
24 facilities located throughout the state: 17 in Western Washington counties and 7 in Eastern Washington counties.
- HQ Units**
Administrative units located at Tumwater





Anita Kendall

Sr. Director of Business Services

Administrative Operations Division
Department of Corrections

What We Buy



Capital Planning and Development

Construction and A&E.



Contracting and Purchasing

Commercial Services and Supplies; Health Care & other services to incarcerated individuals; IT services and supplies; Intergovernmental Agreements; Equipment and building supplies; Telecommunication services and supplies; Training; and more.



Correctional Industries

Products made via work programs in correctional facilities that provide real world work experience to incarcerated individuals. Products include furniture, food, janitorial supplies, optical products and more.

Products/Services Purchasing Buys

- Janitorial services
- Industrial equipment, supplies and hardware
- HVAC equipment and service (boilers, etc.)
- Electrical services and supplies
- Kitchen/Food Service equipment and supplies
- Windows and flooring
- Facilities maintenance supplies and equipment (shredders, lockers, steam cleaners, drum sanders , etc.)
- Radios and communications equipment
- Heavy duty vehicles
- Passenger vehicles
- Heavy equipment
- Landscaping equipment (tractors, mowers, etc.)
- Security equipment (cameras, etc.)
- Security gear
- Ammunition



How We Buy

A Better Way to Think About Business

Statewide Contracts

Department of Enterprise Services (DES) awards multiple award Statewide Contracts for use by state agencies. Statewide Contracts are mandatory for use when buying certain goods and services. Contracts are competitively solicited on WEBS. There are currently 190 Statewide Contracts to over 1500 contractors.

Direct Buys

Buyers are permitted to buy directly from Minority, Woman and/or Veteran Owned firms (certified in Washington state) up to the limit of \$30,000/\$40,000

Competitive Solicitations

Goods and services that are not on Statewide Contracts or exceed the Direct Buy threshold must be competitively solicited on WEBS



How To Do Business With Us



Statewide Contracts

Go to DES to see Statewide Contracts that are due to be resolicited

Direct Buys

If you are a Washington state minority, woman or veteran owned business get state certified. Minority- and woman-owned firms certify through OWMBE; Veteran-owned firms certify through DVA.

Competitive Solicitations

Get registered in WEBS and set up automatic email alerts for solicitations.

DOING BUSINESS WITH WASHINGTON STATE

2022

Procurement Inclusion and Equity, C&P Division, DES
despieprogram@des.wa.gov

PIE PROGRAM EST. 2019



Our vision is to achieve **spending equity**



Our purpose is to create a **sustainable increase** in the state's **buying** of goods and services from **small, diverse, and veteran businesses**

PIE PROGRAM - TWO GOALS

Creating –

1. A culture of procurement inclusion and equity

- Developing procurement policies
- Developing procurement guidance, tools, and supplier diversity strategy
- Training for new procurement tools, guidance, and policies

2. A pipeline of small, diverse, veteran businesses to meet the state's needs

- Training, technical assistance, and small business support
- Conducting outreach (general, solicitation, and targeted), networking and matchmaking events, partnership with business organizations, and marketing master (blanket) contracts (MC)

DEPARTMENT OF ENTERPRISE SERVICES

Lead procurement agency

Delegate purchasing authority to State Agencies

Establish statewide policies

Procure and manage Statewide contracts

Statewide contracts that all agencies use, and others may use.

- 200 statewide contracts
- 1.9 billion in spending

Do own internal purchases

Purchase goods and services for DES operational needs.

Procure and manage public works projects for other agencies.

DES AUTHORITY RCW 39.26

Intent RCW 39.26.005

- Established one agency with the authority and responsibility for the development and oversight of policies related to state procurement and contracting.
- DES develops procurement policies, procedures, and materials that facilitate state's purchasing of Goods and Services from WA Small Businesses.

Director RCW 39.26.080

- The DES director is responsible for development and oversight of policy for the procurement of goods and services by all state agencies.

Director RCW 39.26.090

- **Develop procurement policies and procedures, such as**
- ---unbundled contracting and subcontracting that **encourage and facilitate the purchase of goods and services from**
- ---**Washington small businesses, microbusinesses, and mini-businesses, and minority and women-owned businesses**
- ---to the maximum extent practicable and consistent with international trade agreement commitments.

THINGS ARE CHANGING AT THE STATE

Better communication

Regular contact with the small and diverse business community.

Regular communication with state agencies and business community

Supplier Diversity Policy

Points for small & veteran businesses

Outreach to small and diverse businesses

Sheltered market for small businesses

Support for small businesses

DES Partnerships with organization

State small business liaison team

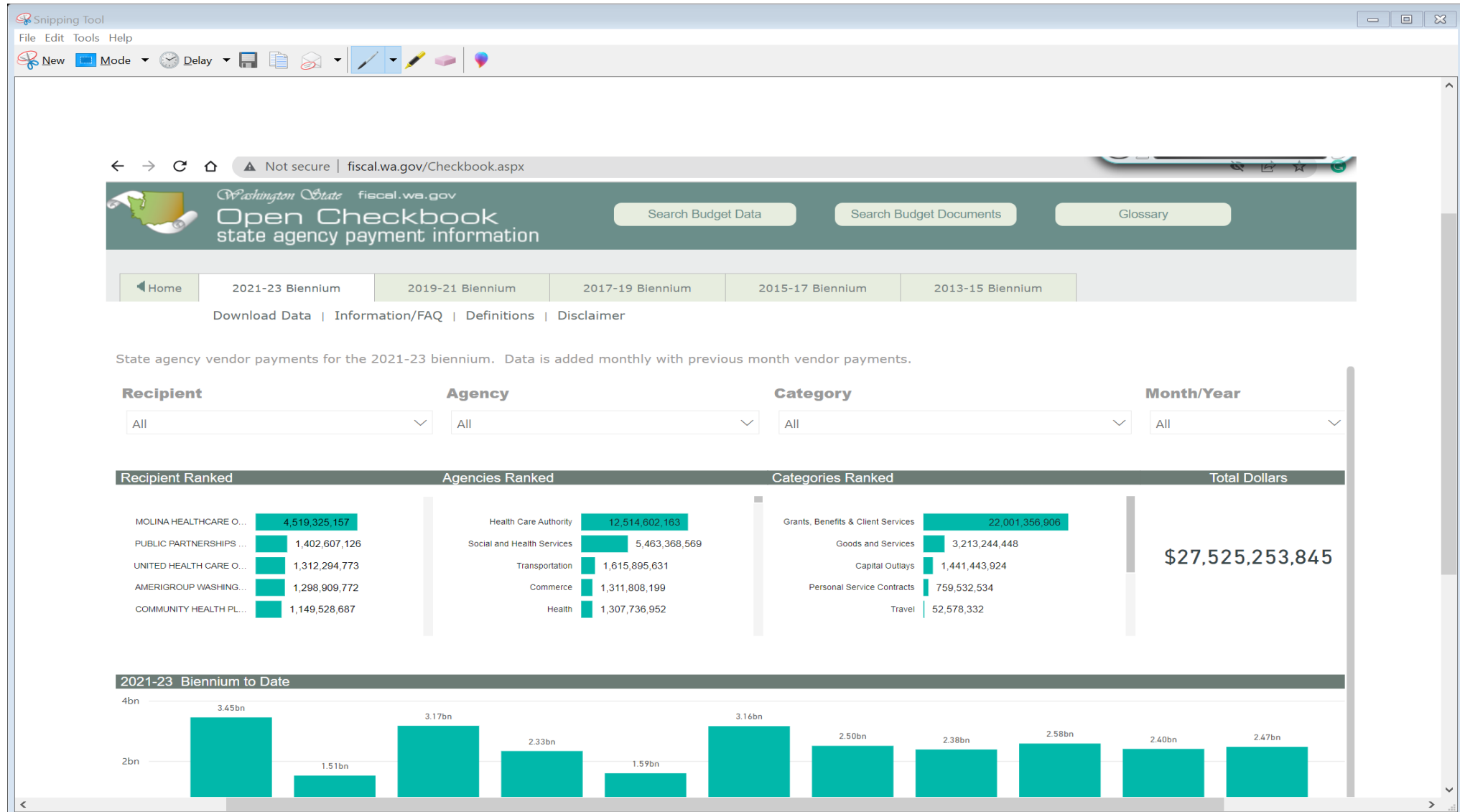
OMWBE small business support program

WA Department of Commerce

MBDA

PTAC

FISCAL.WA.GOV/CHECKBOOK.ASPX



THREE WAYS TO GET BUSINESS WITH THE STATE

Direct Buy	Agency Contracts	Master Contracts
Size of Opportunity	Size of Opportunity	Size of Opportunity
Must be under \$30k (\$40k for small businesses) prior to taxes.	Higher than direct buy amount (\$30k/\$40k)	Overall contract sales per business ranges from \$0 - \$120 million per year. There may be multiple businesses awarded for one contract.
Business Requirements	Business Requirements	Business Requirements
<ul style="list-style-type: none"> • Must be able to accept a credit card OR set up as a statewide vendor (payee desk) which is Net 30. • The product/service is not on an existing contract OR the contracts do not meet the customers' needs. 	<ul style="list-style-type: none"> • Must be registered in WEBS (no-cost statewide bid system). • Must bid and meet the stated requirements (insurance, geographic coverage, etc.). • Must be awarded through a competitive process (all bids must be posted in WEBS). • Set up as a statewide vendor (payee desk) which is Net 30. 	<ul style="list-style-type: none"> • Must be registered in WEBS (no cost statewide bid system). • Must bid and meet the stated requirements (insurance, geographic coverage, etc.). • Must be awarded through a competitive process (all bids must be posted in WEBS). • Set up as a statewide vendor (payee desk) which is Net 30. • Must report sales quarterly and pay management fee (1.5% of sales).

DES Planned Procurement

- DES Planned Procurement Page
- DES Contract Search
- WEBS Solicitation Search
- Other Entity Websites to Find Contracting Opportunities



DES Planned Procurement Page

Identify what bid/contract opportunities are currently upcoming for DES statewide contracts

Current and Future Bid Opportunities

This report identifies contracting opportunities. Vendors interested in being notified of Washington State bid opportunities must register with Washington's Electronic Business Solution (WEBS).


Click on column headers to sort.

Showing 1 to 10 of 31 Contracts

10 Contracts Per Page.

Search Contracts:

Contract #	Contract Title	Est. Term Worth	Est. Annual Worth	Buyer	Previous Contract(s)	Commodities	Notes	Project Schedule
07621	ADA Vans, Mini vans and Specialty Vehicles	\$0.00	\$800,000.00	Mark McClurkin	01617			
17522	Automatic External Defibrillator (AED)	\$0.00	\$3,700,000.00	April Overstreet	00917			
15422	Communication Access Transcription (CAT)	\$0.00	\$300,000.00	Antoinette Wynne	03116			
05820	Computer Equipment, related Peripherals & Services (NVP)	\$0.00	\$0.00	Michelle Jemmott	05815			
11421	Cutting Edges for Snow Plows and Graders	\$0.00	\$0.00	Shapoor Naveed	03014			
16922	Deicer Storage Tanks and Accessories	\$0.00	\$150,000.00	April Overstreet	07514			

 Washington State Department of Enterprise Services ⚙️ Services ▾ ℹ️ About ▾ 👤 Contact

Search Contracts

Select Contracts:

Planned procurements

Contracts Search:

Enter Keyword(s), Contract #, or Vendor Name, etc...

🔍 Search

⬅️ Reset

?

DES Contract Search

- search all currently active des statewide contracts (191 active)
- Use “Smart Search” bar to identify contracts related to your business
- Contact the assigned contract specialist to identify opportunities to be added on contract

Search Contracts

Select Contracts:

All Active Contracts ▾

Contracts Search:

Enter Keyword(s), Contract #, or Vendor Name, etc... 🔍

🔍 Search

⬅ Reset

?

All Active Contracts


Showing 1 to 10 of 191 Contracts

Show: 10 ▾ Contracts Per Page.

WEBS Solicitation Search

All WA State Agencies are required to publicly post their solicitations to WEBS website


RCW 39.26.150

Washington's  Electronic Business Solution
WEBS for Vendors

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

email ::
password ::

LOGIN  → [Forgot My Password?](#)
→ [Register Now](#)



Customer Service:

WEBSCustomerService@des.wa.gov

(360) 902-7400,

8:00AM to 5:00PM Mon. – Fri.

Click to Search

ations

Search Opportunities

[help](#)

Search By

Commodity Codes

Counties

☒ My Commodity Codes

☐ All Commodity Codes

☒ My Counties

☐ All Counties

Filter by Government Organization:

All

Keyword Search:

Lamps

SEARCH

Solicitation Details

Codes	Solicitation Details	
Designations	System Identifier	Customer Reference Number
Word	44552	03020
	Organization Name	Title of Opportunity
	Enterprise Services (DES), Dept. of	03020 Lamps, Ballasts, Retrofit Kits, Replacement Fixtures & Lamp Recycling
	Description Of Opportunity	
s	Washington State Department of Enterprise Services (Enterprise Services) is issuing this Competitive Solicitation pursuant to RCW chapter 39.26. Pursuant to this Competitive Solicitation, Enterprise Services intends to conduct a competitive procurement to establish and award a statewide Master Contract for eligible purchasers to purchase Lamps, Ballasts, Retrofit Kits, Replacement Fixtures, and Lamp Recycling ("Lamps, Ballasts, Retrofit Kits, Replacement Fixtures, and Lamp Recycling").	
	Date Posted	Date Closed
	10/22/2020	11/17/2020
	Estimated Value	Contact Name
	\$2,000,000 per year	Clayton Long
	Contact Phone	Contact Email
	(360) 407-8508	clayton.long@des.wa.gov
	Comm Codes	Counties
	Lamps: Fluorescent, Incandescent, Mercury Vapor, Quartz, and Sodium Vapor Ballasts, All Kinds	Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wabkiakum, Walla Walla, Whatcom, Whitman, Yakima

Other Places to Find Contracting Opportunities

- Port of Seattle
- City of Seattle
- King County
- Tabor 100

Final Review

DES Planned Procurement Page

- [Contact Contract Specialist](#)
- [Notes](#)
- [Project Schedule](#)

DES Contract Search

- [Use Smart Search Tool To identify Related Contracts](#)
- [Contact Contract Specialist](#)
- [Expiration Dates / Added to Current Contract](#)

WEBS Solicitation Search

- [Must Register](#)
- [Select Accurate Commodity Codes](#)
- [Public Bid Calendar](#)
- [Search Opportunities Tab](#)

Other Websites

- [Port of Seattle](#)
- [City of Seattle](#)
- [King County](#)
- [Tabor 100](#)

Upcoming DES Events & Additional Training

Tabor 100 & DES Lunch & Learn Trainings

☐ Friday, November 18 Teaming 12PM – 1:30 PM

▪ Topic:

State Contracting Opportunities & Open House

☐ Next Session Thursday, October 20, 2022, 3PM-4PM

For More Training Opportunities Information Sign up for our Email List

☐ State Contracting Opportunities & Open House
(govdelivery.com)

Networking & Support Partners

- PTAC
- SBDC
- Black Owned Business Excellence (BOBE)
- Northwest Mountain Supplier Diversity Council (NWMSDC)
- Greater Seattle Business Association(GSBA)
- South Sound BIPOC Chamber
- Tabor 100
- WEDA Washington Economic Development Council
- Washington State Micro Entities Association (WSMA)
- Women's Business Enterprise Council Pacific (MBEC-Pacific)

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Other Websites

- [Port of Seattle](#)
- [City of Seattle](#)
- [King County](#)
- [Tabor 100](#)

Thank You!
Thank You!

despieprogram
@des.wa.gov

Questions?

Future
Presentation Ideas?

CORE Services

Certification

- Certify minority and women owned businesses.
- Maintain a directory so state agencies, primes, and educational institutions can find firms to work with.
- State: 2,589
- Federal: 1,598

Supplier Diversity

- Report the annual spend with certified firms. Posted on our website.
- Meet with 63 state agencies, 8 higher educational institutions, and 22 prime contractors on their inclusions plans and best practices.

Linked Deposit Loan Program

- Access to capital program for state certified firms.
- Reduced interest rates on qualifying loans by up to 2%.
- \$175 million available and 13 participating lenders.

Governor's Subcabinet on Business Diversity

- Seeks statewide, big-picture solutions that are long-term and sustainable.
- Support and educate on how to improve contracting with certified firms and how to tailor efforts to be inclusive.

Why Get Certified?



Your firm anticipates working with state agencies, local governments, school districts, and public universities.

Federally funded transportation projects have mandatory goals for participation of certified firms.

State agencies and colleges have supplier diversity goals.

Some private companies also use OMWBE's certified firms to fulfill their supplier diversity goals.

CERTIFICATION Types

FEDERAL CERTIFICATION

- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ Airport Concession Disadvantaged Business Enterprise (ACDBE)
- ✓ Small Business Enterprise (SBE)

STATE CERTIFICATION

- ✓ Minority Business Enterprise (MBE)
- ✓ Minority Woman Business Enterprise (MWBE)
- ✓ Woman Business Enterprise (WBE)
- ✓ Combination Business Enterprise (CBE)
- ✓ Socially and Economically Disadvantaged Business Enterprise (SEDBE)

Application Process Time



**UP TO
60 DAYS FOR
STATE
CERTIFICATION**

**UP TO
90 DAYS FOR
FEDERAL
CERTIFICATION**

**Federal Certification Requires and
Onsite Visit*

APPLICATION FEES



- ✓ DBE or ACDBE Application
 - \$25 for all structure types
- ✓ State Certification (MBE, MWBE, WBE, CBE, or SEDBE)
 - \$50 for a Sole Proprietor
 - \$75 for a Partnership
 - \$100 for an LLC
 - \$100 for a Corporation
- ✓ If applying for DBE or ACDBE and state certification at the same time, the total fee is \$25 for both



Q & A

Thank You!



Certification Application Questions

Email: TechnicalAssistance@omwbe.wa.gov

Phone: (360) 644-9753

Office of Minority & Women's Business Enterprises

1110 Capitol Way S #150, Olympia, WA 98501

Phone: (360) 664-9750 | omwbe.wa.gov





Washington State Veteran/Service Member Owned Business Certification Program

WDVA

- 2002 Certified Businesses
- Over 90 Businesses Participating in the Linked Deposit Program (\$1.5 million in loans are currently on a waiting list)



Complete your Certification:

You will be asked to provide the following documentation:

1. Proof of Honorable Veteran Status

Veteran - DD214, Retired VA ID Card, Retirement Certificate, Discharge Certificate, NG22, Disability rating letter

Currently serving -Military ID, badge, recent paystub, or letter on military letterhead.
(If you need to order a new copy of your DD214 you can do so at www.archives.gov)

2. Proof of 51% ownership

Business plan, operating agreement, meeting minutes, shares report, stock certificate breakdown, tax forms with ownership %, or if sole proprietorship your business license.

50/50 ownership split may be eligible in cases of veteran or spousal split.

3. Washington State Enterprise.

An enterprise **which is incorporated in the state of Washington as a Washington domestic corporation**, or an enterprise whose principal place of business is located within the state of Washington for enterprises which are not incorporated.

Linked Deposit Program

Once certified you may take advantage of the Linked Deposit Program which offers a 2% interest rate reduction on qualifying loans through a participating lenders.

Types of qualifying loans: Any commercial financing made to the certified firm, including, lines of credit, financing of accounts receivable, working capital, equipment purchases, and real property acquisition.

- \$1 million per-loan limit; ten year maximum term.
- Interest rate: two percentage points below the market rate for a similar loan.
- Firm must satisfy its bank's financing/loan criteria.

Both you and your loan officer will fill out portions of the Loan Enrollment form available on the WDVA website: <http://www.dva.wa.gov/program/linked-deposit>

Note: Currently there is a several year waiting list;

1st time loans are prioritized after 6 months on the waiting list.

WDVA

Shamekia Moultrie

VOB Certification Program Manager

vob@dva.wa.gov

360-791-1788

For more information, visit

www.dva.wa.gov – click on Veteran Businesses



Building a Washington that works for everyone.





Thank You

Contact us: Traci Fuller & Jennifer Mitchell
DOCBUSINESSDIVERSITY@DOC1.WA.GOV