

Master Contract: A contract for specific goods or services, or both, that is solicited and established by the department in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by the department. [RCW 39.26](#)

3 steps to making a purchase the right way

1. Follow the policies and procedures established by your agency or entity which are in compliance with state purchasing laws and policies.
2. Check with your procurement professional or purchasing department if you aren't sure of your purchasing authority or if you still have questions.
3. Then, if it is within your job duties to make purchases, follow the below steps.

Steps to searching for a master contract

- Login to www.des.wa.gov <<http://www.des.wa.gov>>.
- Select "Current Contracts".
- Click "Contract Search Tool".
- Click on the drop-down menu.
- Select "All Active Contracts".
- You can search for contracts by vendor name, contract number, and keywords.
- Once you have located the master contract; click the contract number to open.
- This will display the front page and shows the contract manager's name and phone number, and you may call this person with additional questions.
- If you can't find a master contract for something that you need, call DES contracts customer service at 360.407.2210.

Want More Information?

Take The Master Contract eLearning Course

Go to [LMS](#) or

www.des.wa.gov/about/pi/ProcurementReform

Learn More:

- *Are your purchases in compliance with the law?*
- *What is a master contract?*
- *Besides compliance with law, what are the benefits to using master contracts?*
- *How do you know if there is a master contract for the purchase you are about to make?*

