

Purchasing and Procurement 101

Module 1

Participant Workbook

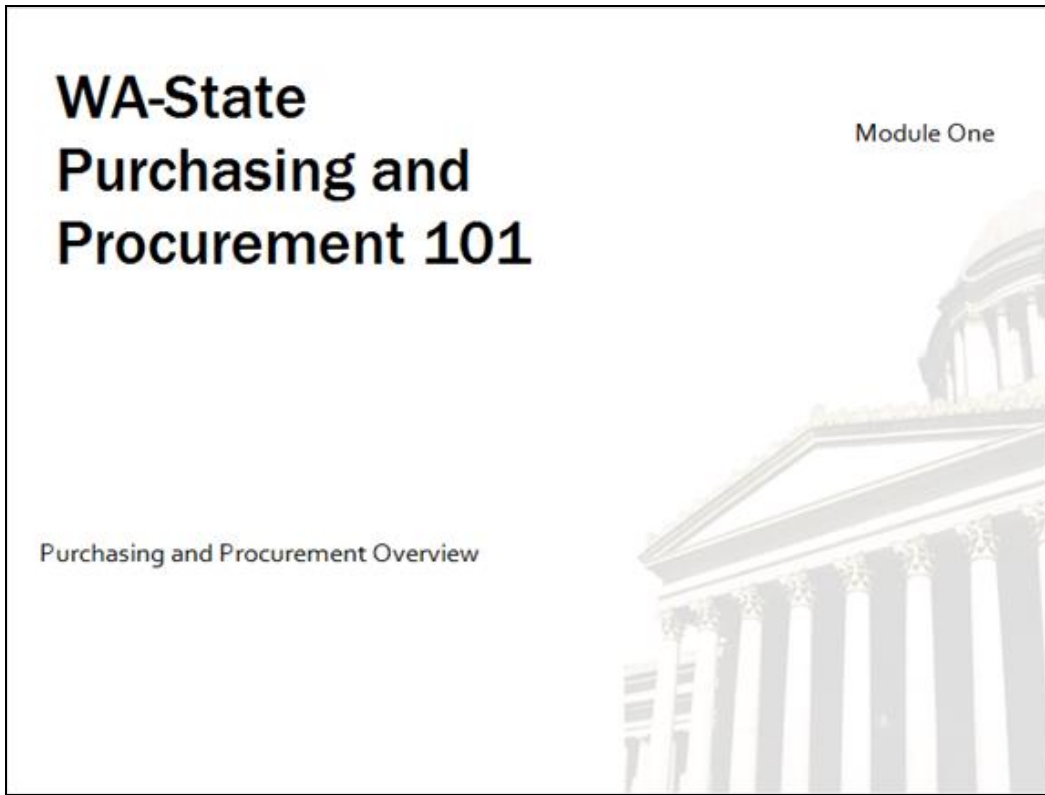
Purchasing and Procurement Overview

Current Version	4/30/2015
Original Version	12/10/2014



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Welcome to Purchasing and Procurement 101. Module 1 of Purchasing & Procurement is an Overview.

In order to receive credit for this course, you will need to score 80% or higher on the module assessment. The assessment will begin at the end of this module. Once you have successfully completed all four modules and assessments, you will receive a Purchasing and Procurement 101 certificate of completion.

Also included in the training course are knowledge checks. These are not graded, they are simply used to test your knowledge of the materials in the course.

We strongly recommend you print the workbook for the course. As you proceed through the training, use the workbook to write down any notes and/or questions you might have.

The workbook can be accessed here:
<http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx>

Disclaimer:

At the time of publication in January 2015, all materials and RCWs referenced are current. Updated course work will be made available if and when revisions are needed. As always, confirm current RCW references.

Notes

Slide 4 - Purchasing vs. Procurement

Purchasing & Procurement 101 Overview

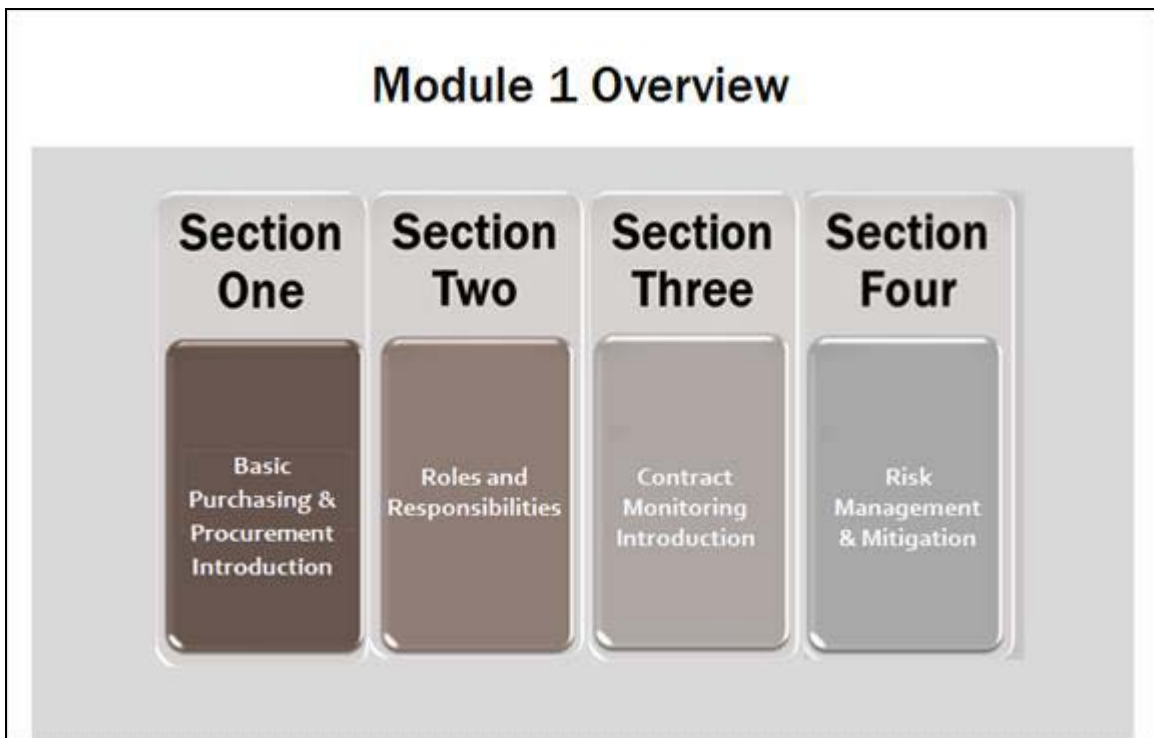
Course will be delivered in four modules:

- **Module 1: Purchasing & Procurement Overview.**
- Module 2: Choosing a Route for Purchases of Goods and Procurement of Services.
- Module 3: Competitive Procurements, Amendments, and Exemptions.
- Module 4: Purchasing & Procurement Processes.

Purchasing/Procurement 101 teaches staff in Washington State the basic requirements for and methods of procuring goods and services in the state. This course will teach the basics of purchasing and procurement in Washington State and the high-level steps that create the foundation for the course. Module One introduces key purchasing steps, the roles and responsibilities of stakeholders involved in procurements, the importance of contract management and risk management for procurements. Participants will also briefly review the basics of ethics and contracting in public service.

Notes

Slide 5 - Module 1 Overview



This training module will cover the topics identified on the slide. Your role and responsibilities within the purchasing and procurement process, as well as the roles and responsibilities of the contract management staff you collaborate with to accomplish your task. For example, as the Purchasing and Procurement Professional, you will advise contract staff on things such as types of contracts and pricing model.

For purposes of this training course, the laws and policies discussed are those of the state and individual agencies and do not reflect federal requirements. Federal requirements tend to be more restrictive and may apply if using federal funds.


Notes

Slide 6 - Learning Objectives

Learning Objectives

As a result of this training
participants will be able to:

- Gain knowledge of the basics of purchasing and procurement
- Discuss the high-level rules and requirements related to Procurement Reform and an agency's delegated authority
- Define applicable WA procurement rules, regulations, and policies
- Describe key aspects of purchasing and procurement and apply them to your agency and work
- Recognize the importance of collaboration between procurement professional and contract managers

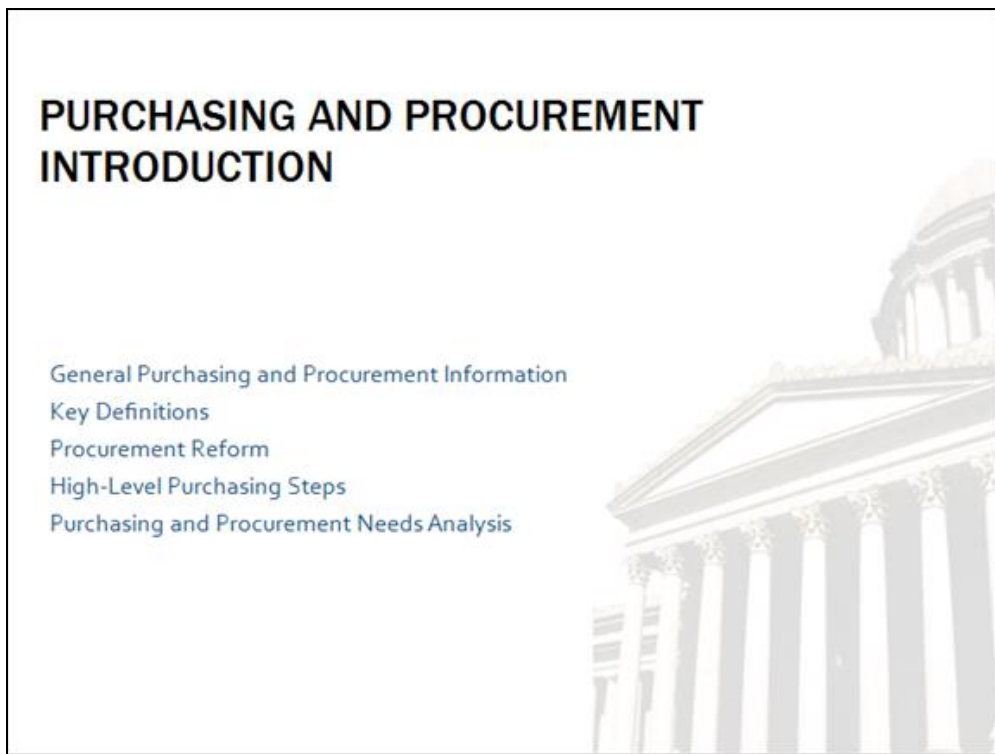


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Notes

Slide 7 - Purchasing and Procurement Introduction



Section One - Purchasing and Procurement Introduction will cover the following topics in more detail:

- General Purchasing and Procurement Information
- Key Definitions
- Procurement Reform
- High-Level Purchasing Steps

Notes

Slide 8 - Purchasing vs. Procurement

PURCHASING VS. PROCUREMENT

Scope

- **Purchasing** - Obtaining goods and services for the State of Washington.
- **Procurement** - The combined functions of identifying needs, initiating a procurement project, selecting a vendor, contracting with a vendor, purchasing of the goods or services, managing the resulting contract.

The thresholds for the purchasing of goods and services in the state of Washington is established through Delegated Authority from DES and further discussed in this module.

One goal of the procurement training program is to establish a common language within our state regarding purchasing and procurement. These are the standard definitions we are using.

- Purchasing - Obtaining goods and services for the State of Washington in accordance with Chapter 39.26 Revised Code of Washington (RCW) or 'Purchase' means the acquisition of goods or services, including the leasing or renting of goods.
- Procurement - The combined functions of: identifying needs, initiating a procurement project, selecting a vendor, contracting with a vendor, purchasing of the goods or services, managing the resulting contract, and using goods and/or deploying services provided by a non-State entity on behalf of the State.

Scope of Purchasing & Procurement

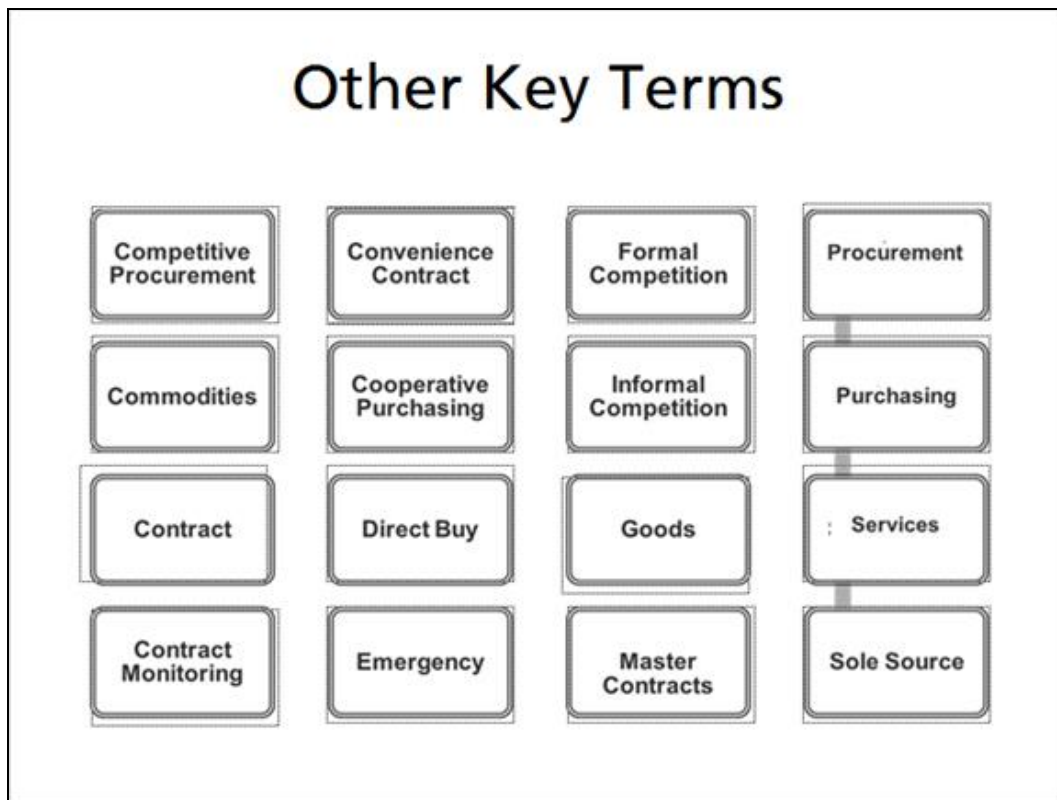
The terms purchasing and procurement are often used interchangeably.

- Purchasing is the act of acquiring goods and services on behalf of an organization.
- Procurement Includes all the activities required to acquire goods or services. A procurement results in the purchase of goods or services.

The thresholds for the purchasing of goods and services in the state of Washington is established through Delegated Authority from DES and further discussed in this module.

Notes

Slide 9 - Other Key Terms



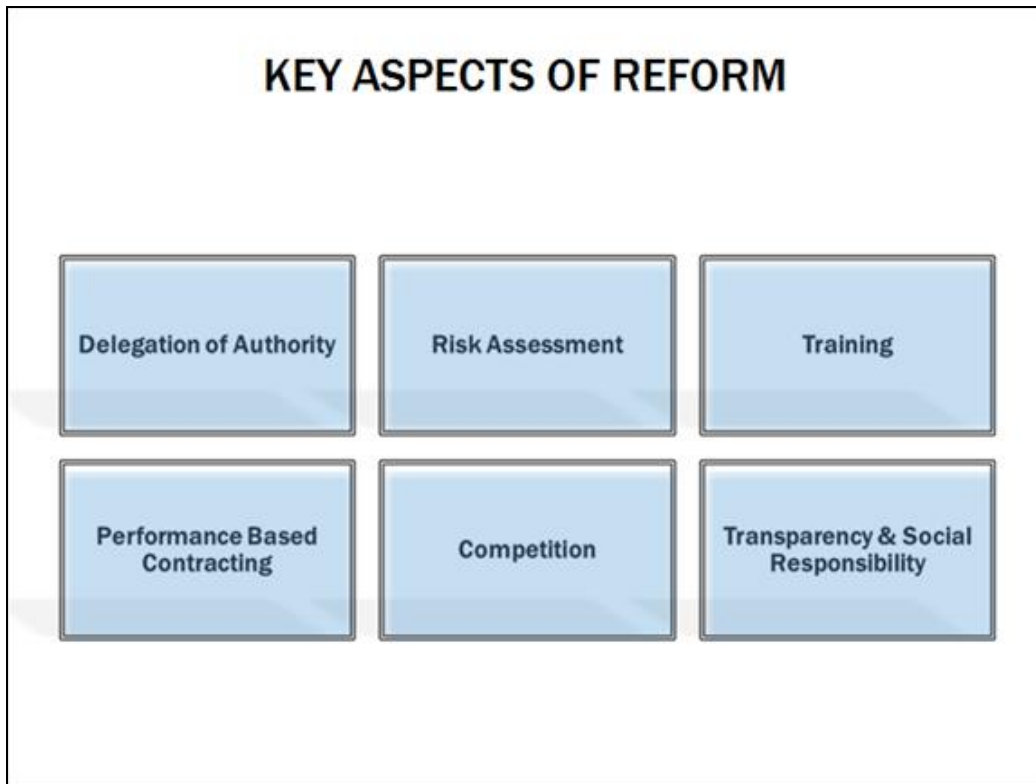
The definitions to these key terms are provided on the next page in your workbook.

Notes

Word	Definition	Cite/Location
Competitive Procurement	A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria.	Generally accepted term
Commodities	Goods and services that are purchased, usually classified as a commodity code by the type of product.	Generally accepted term
Contract	A legally binding agreement between the state and another entity, public or private, for the provision of goods or services.	Generally accepted term
Contract Monitoring	Planned, ongoing, or periodic activity that measures and ensures contractor compliance with the terms and requirements of the contract.	Generally accepted term
Convenience Contract	A convenience contract is 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 use by a specific agency or group of agencies as needed from time to time. A convenience contract is not available for general use and may only be used as specified by the department.	RCW 39.26.070
Cooperative Purchasing	The procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal agencies, or tribes located in the state, in accordance with an agreement entered into between the participants.	RCW 39.26.060
Direct Buy	A procurement that does not require a competitive process.	RCW 39.26.125(3) & Policy #DES-125-03
Emergency Contracts	A set of unforeseen circumstances beyond the control of the agency that either: (a) Present a real, immediate, and extreme threat to the proper performance of essential functions; or (b) May reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.	RCW 39.26.130
Formal vs. Informal Competition	Complexity of a procurement determines whether considered informal or formal, and not just dollar amount.	Generally accepted term
Goods	Products, materials, supply, or equipment	RCW 39.26.010

	provided by a contractor.	
Master Contracts	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 39.26.010
Procurement	The combined functions of identifying needs, initiating a procurement project, selecting a vendor, contracting with a vendor, purchasing of the goods or services, managing and monitoring the resulting contract and using goods and/or deploying services provided by a non-State entity on behalf of the State.	Generally accepted term
Purchase	Acquisition of goods or services, including the leasing or renting of goods.	RCW 39.26.010
Services	Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work.	RCW 39.26.010
Sole Source	A contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiable the only practicable source (best source) to provide the goods of services.	RCW 39.26.010

Slide 10 - Key Aspects of Reform



These key aspects of procurement reform illustrate the approach we are taking to procurement in Washington:

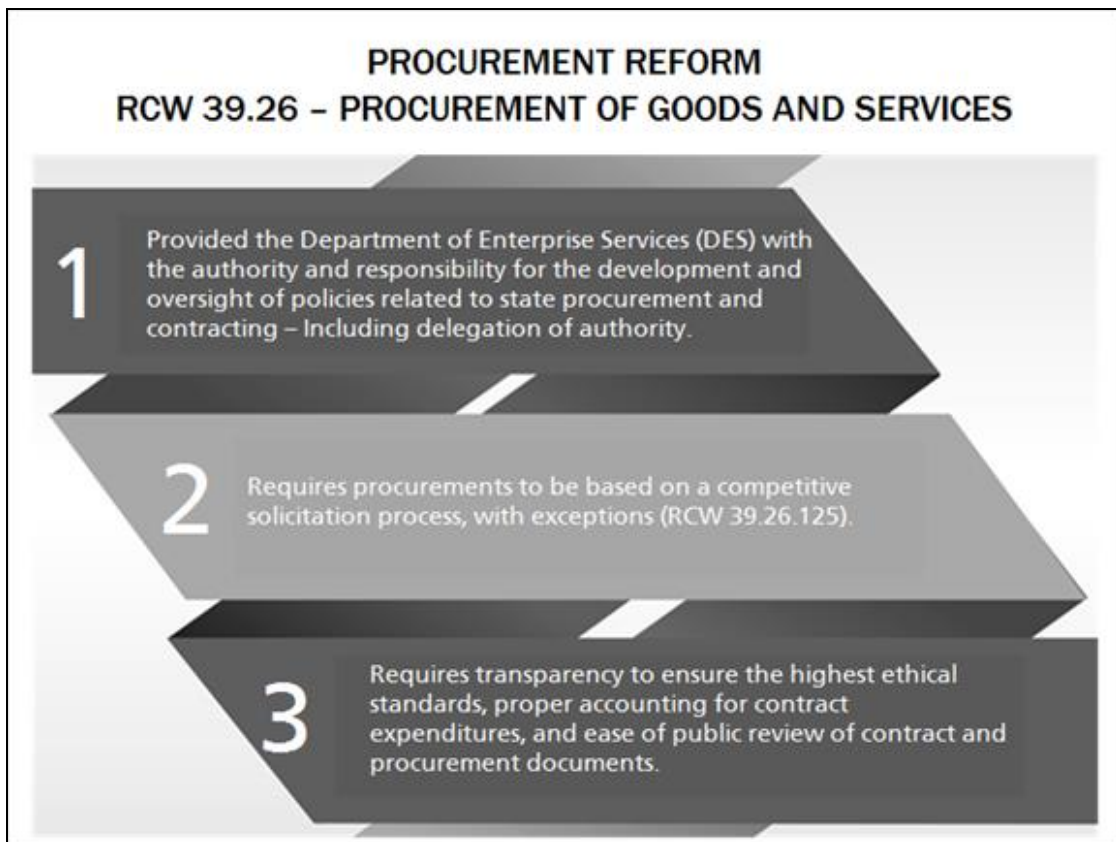
- **Delegation of Authority** - RCW 39.26.090 provides for DES to establish delegation of authority to state agencies for the procurement of goods or services, including how an agency may receive additional delegated authority. (DES Policy 090-00)
- **Risk Assessment** - Delegation policies must be based on a risk assessment process developed by the department that specify restrictions as to dollar amount or specific types of goods and services. Each agency is required to complete their own risk assessment tool to receive delegated authority from DES. DES determines Delegation of Authority based on the agency risk assessment. The result of the risk assessment determines an agency's level of Delegation of Authority and spending threshold.
- **Training** - RCW 39.26.110 - Beginning July 1, 2013, state agencies must require agency employees responsible for developing, executing, or managing procurements or contracts, or both, to complete department-approved training or certification programs, or both. Beginning July 1, 2015, no agency employee may execute or manage contracts unless the employee has met the training or certification requirements or both as set by DES.
- **Performance Based Contracting** - RCW 39.26.190(3) - To the extent practicable, agencies should enter into performance-based contracts. Performance-based contracts identify

expected deliverables and performance measures or outcomes. Performance-based contracts also use appropriate techniques, which may include but are not limited to, either consequences or incentives or both to ensure that agreed upon value to the state is received. Payment for goods and services under performance-based contracts should be contingent on the contractor achieving performance outcomes.

- **Competition** - RCW 39.26.120 (Competitive Solicitation) - Insofar as practicable, purchases of or contracts for goods and services must be based on a competitive solicitation process. This process may include electronic or web-based solicitations, bids, and signatures. This requirement also applies to procurement of goods and services executed by agencies as well as contract amendments that substantially change the scope or amount of the contract. There are exceptions to the competitive solicitation requirements for sole-source, direct buy and emergency purchases, among others.
- **Transparency** - One aspect of the Procurement Reform law is to foster transparency by maintaining a publicly available list of contracts and procurement efforts. An integral part of this reform is the requirement under RCW 39.26.210 that all state agencies and higher education institutions annually submit a list of all contracts to DES. DES shall publish the submitted lists on a public-facing website.
- **Social Responsibility** - Consider how in procurements and contracts, we, as the State, are “doing the right thing” for the environment, for minority-, women- and veteran-owned businesses and Washington State small businesses (39.26.090(6)), and treat all vendors fairly throughout the process.

Notes

Slide 13 – Procurement Reform



- In order to gain efficiencies, the procurement reform law, codified as RCW 39.26, Provided the Department of Enterprise Services (DES) with the authority and responsibility for the development and oversight of policies related to state procurement and contracting - Including delegation of authority.

NOTE: Higher Education - Institutions of Higher Education do not receive delegated authority from DES. HE should refer to RCW 28B.10.029 in addition to RCW 39.26.

- Requires procurements to be based on a competitive solicitation process, with exceptions. (RCW 39.26.125)
- Requires transparency to ensure the highest ethical standards, proper accounting for contract expenditures, and ease of public review of contract and procurement documents.

DES is continuing to develop new procurement policies, guidelines and best business practices.

DES website contains final policies for the following topics:

- Delegation of Authority
- Direct Buy

- Sole Source
- Emergency
- Complaints and Protest
- Agency Contract Reporting

Notes

Slide 14 - Procurement Reform



Procurement Reform changed the way Washington State agencies purchase and contract for goods and services.

- The Director of DES was charged with establishing policies for delegating purchasing authority to state agencies.
- The authorization must specify restrictions as to dollar amount or to specific types of goods and services, based on the risk assessment developed and assessed by DES. This will be discussed in the next few slides.
- Agencies are then responsible for the specific policies and procedures to implement delegated authority.
- With regard to IT procurement, DES is responsible for how the process is conducted for purchasing and procurement and informs agencies about the processes to follow, including IT. The Office of the Chief Information Officer (OCIO) is responsible to provide policy about what IT can be purchased and exercises oversight based on risk level.
- RCW 39.26.090 - Outlines the DES Director's duties and responsibilities

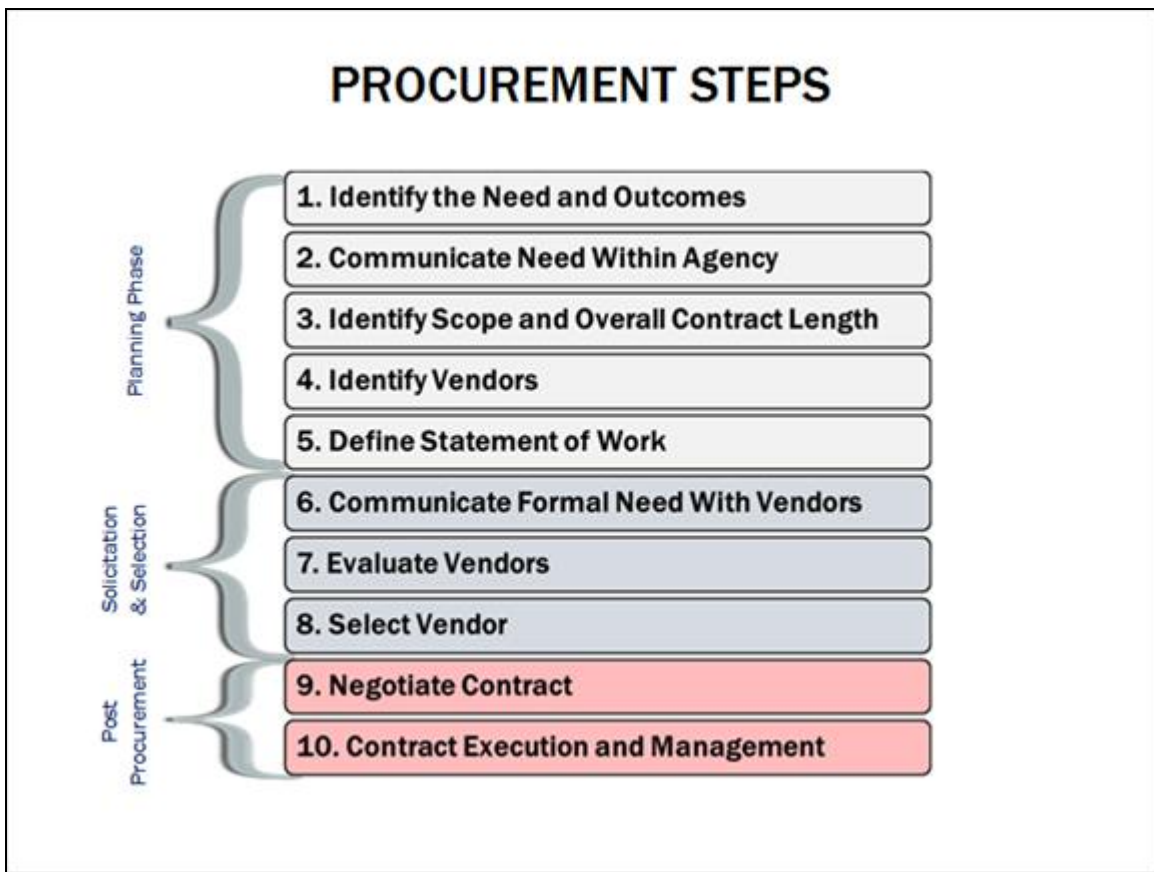
Your agency's ability to contract in Washington is based on:

- Delegated Authority as defined in statute and policy and based on risk assessment
- The state agency or public entity governed by public law engaging in a contract for services or goods is embedded with such authority

First, make sure your agency has delegated authority and that it aligns with the mission, vision, and values of your organization. As a procurement professional it's important you understand your individual agency spending threshold and delegation of authority based on the risk assessment.

Notes

Slide 15 - Procurement Steps



The overall goal of procurement reform is to provide processes and standards that give agencies the flexibility to right-size procurements and only perform the steps that are necessary and add value.

We've broken these steps into three Purchasing and Procurement Phases:

Start with the Planning (steps 1-5) needed to establish a good foundation for the procurement. These steps involve initiating the project internally and defining the scope for the procurement.

1. Identify the Need and Outcomes
2. Communicate Need Within Agency
3. Identify Scope and Overall Contract Length
4. Identify Vendors
5. Define Statement of Work

Then move to the actual Solicitation and Selection Process (steps 6-8) where the selection of a vendor takes place.

6. Communicate Formal Need with Vendors
7. Evaluate Vendors

8. Select Vendor

The Post-Procurement phase (steps 9-10) leading to the management of the contract for the goods or services procured.

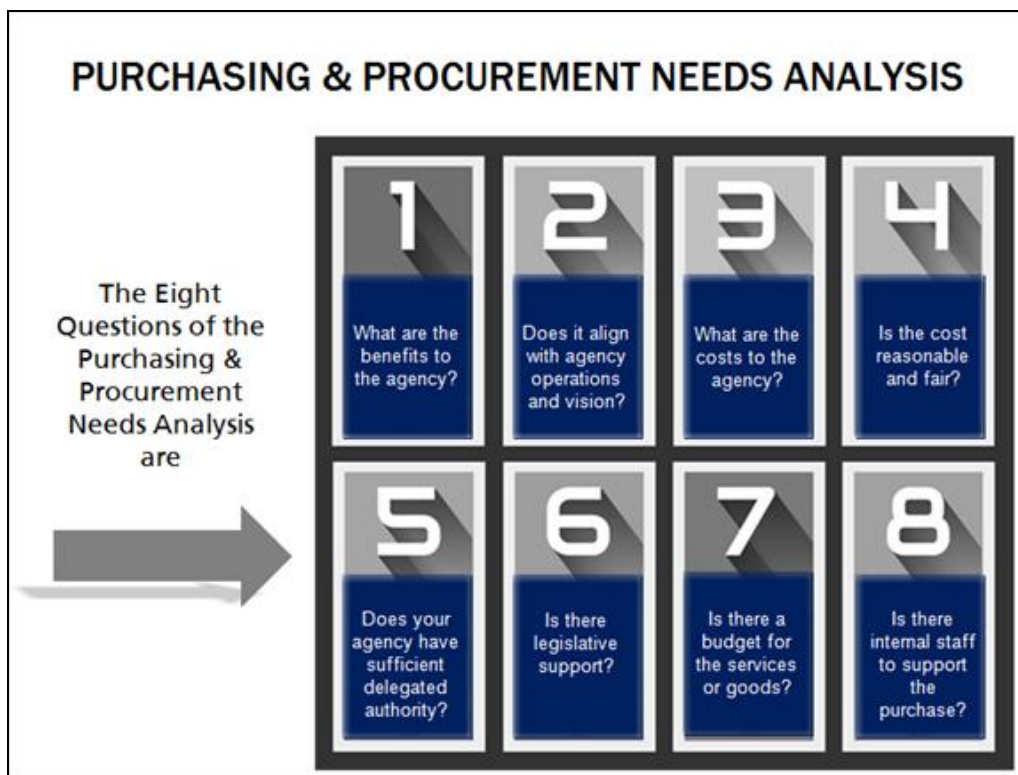
9. Negotiate Contract

10. Contract Execution and Management

Note: In some agencies field order and Purchase Order procurement is done separately from contracts - however, they are binding agreements and are a type of contract.

Notes

Slide 16 - Purchasing & Procurement Needs Analysis



The Purchasing and procurement of goods and services is based on an analysis of strategic need, budget, and operational need.

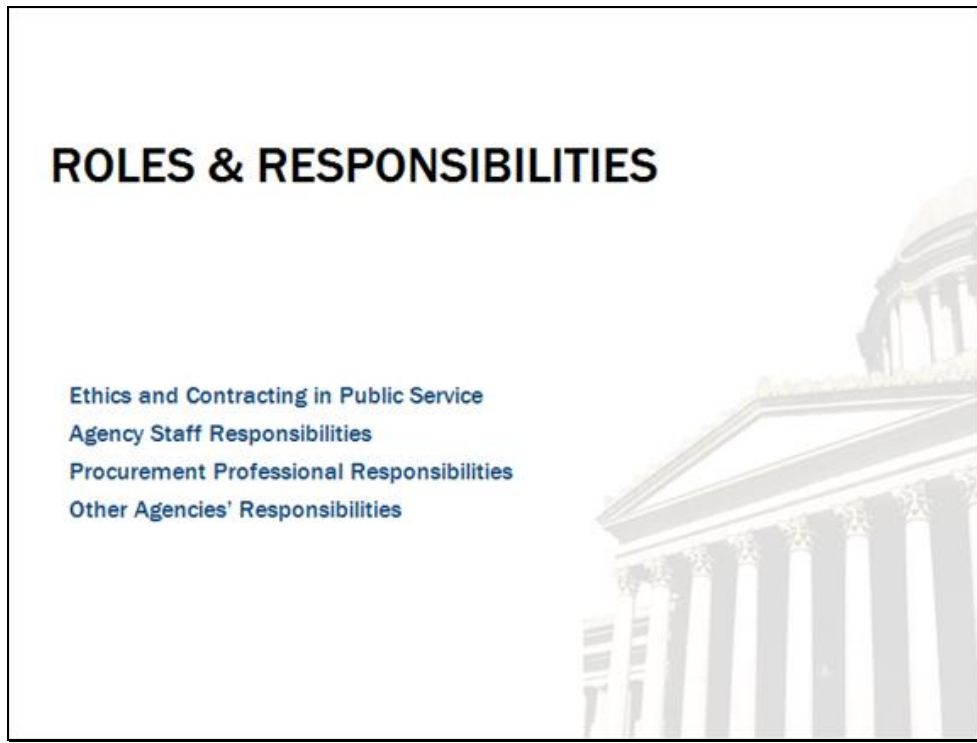
There are 8 questions to consider regarding your intended purchase in order to perform a needs analysis. The Eight Questions of the Purchasing & Procurement Needs Analysis are:

1. What are the benefits to the agency?
2. Does it align with agency operations and vision?
3. What are the costs to the agency?
4. Is the cost reasonable and fair?
5. Does your agency have sufficient delegated authority?
6. Is there legislative support?
7. Is there a budget for the services or goods?
8. Is there internal staff to support the purchase?

These 8 questions can be found in your workbook and can be used to analyze the situation but not all 8 will apply to every situation. Your purchase and procurement should be prioritized based on the results of the needs analysis. A needs analysis is important for both your purchase and procurement.

Notes

Slide 19 - Roles & Responsibilities



Section Two - Roles & Responsibilities will cover the following topics in more details:

- Ethics and Contracting in Public Service
- Agency Staff Responsibilities
- Procurement Professional Responsibilities
- Other Agencies' Responsibilities

Notes

Slide 20 - Washington State



The new procurement law requires you to take a short ethics course. In addition, RCW 42.52 describes Washington's Ethics laws for state employees. These include the topics shown on this slide.

Gifts - Never accept a gift, gratuity, favor, or anything of value from a current or potential future vendor that could be reasonably expected to influence your contracting decisions, recommendations, advice, etc.

Conflict of interest - Public employees must place the public's interest before any private interest or outside interests. Conflicts of interest may impair or conflict with your ability to make unbiased decisions.

Real or perceived gain or desire to influence - If the contractual decision you make:

- Puts money in your pocket
- Puts money in the pockets of friends, family or others, including businesses in which you are a partner, board member, managing officer, or employee
- You can't do it!

Contract decisions must be based on merit - Transparent, open and fair competition is important! Decisions should be based on objective, not subjective criteria.

Post-state Employment - there are several restrictions that you must be aware of when making procurement decisions for the agency.

- An employee cannot accept post-state employment when it is designed to influence actions performed while a state employee

Notes

Slide 21 - Agency Staff Responsibilities



Agency Staff Responsibilities

- Procurement Professional - A state employee possessing the knowledge, skills, and abilities through training and education who is able to develop and draft “transactionally” relevant purchasing, procurement and contract documents to support agency operations
- Agency Head - provide strategic vision and support for key procurements
- Subject Matter Experts (SME) and Contract Manager - provide input on scope, requirements and statement of work for the procurement

Notes

Slide 22 - Procurement Professionals



Procurement Professionals Primary Responsibilities

In general, Procurement Professionals are involved with:

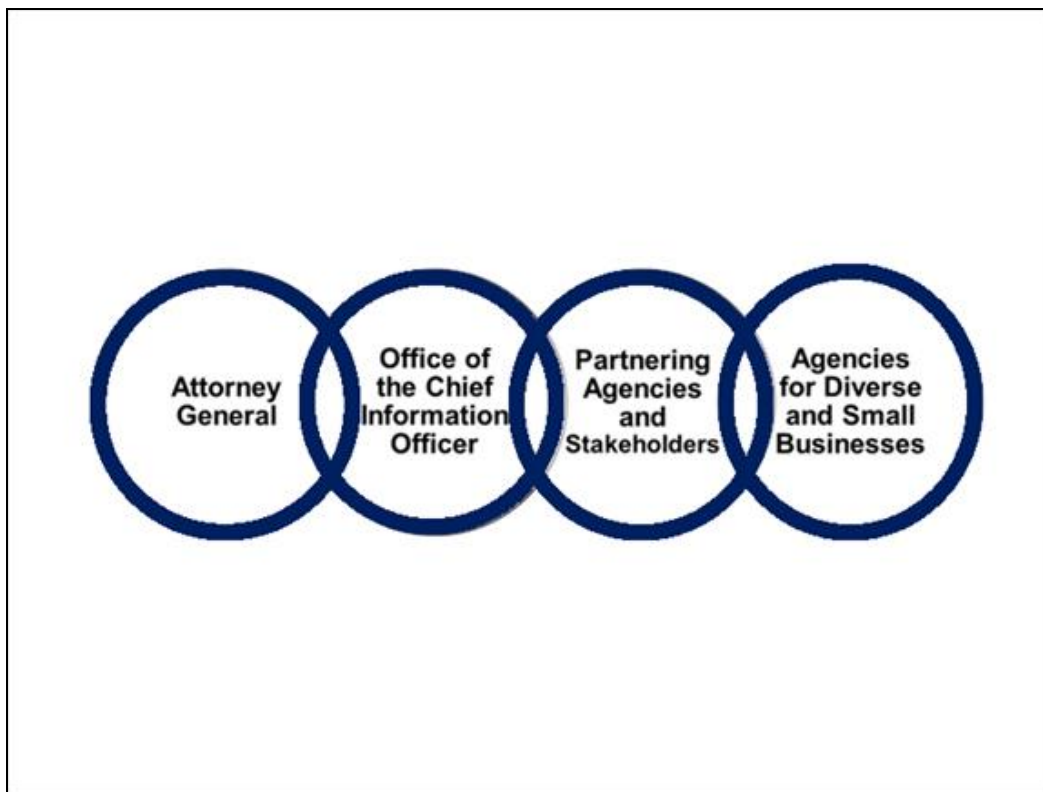
- Conducting procurements
- Supporting operations and engaging stakeholders
- Managing Risks

Procurement Professionals are responsible for directing the purchasing and procurement efforts of an agency based on the individual agency's delegated authority. This differs by agency and type of procurement division structure. Some agencies may have centralized or de-centralized purchasing or procurement divisions while others may have a hybrid model.

These concepts will be discussed in greater detail throughout this training course. Procurement Professionals should be engaged in the procurement early in the process!

Notes

Slide 23 - Other Agencies Involved

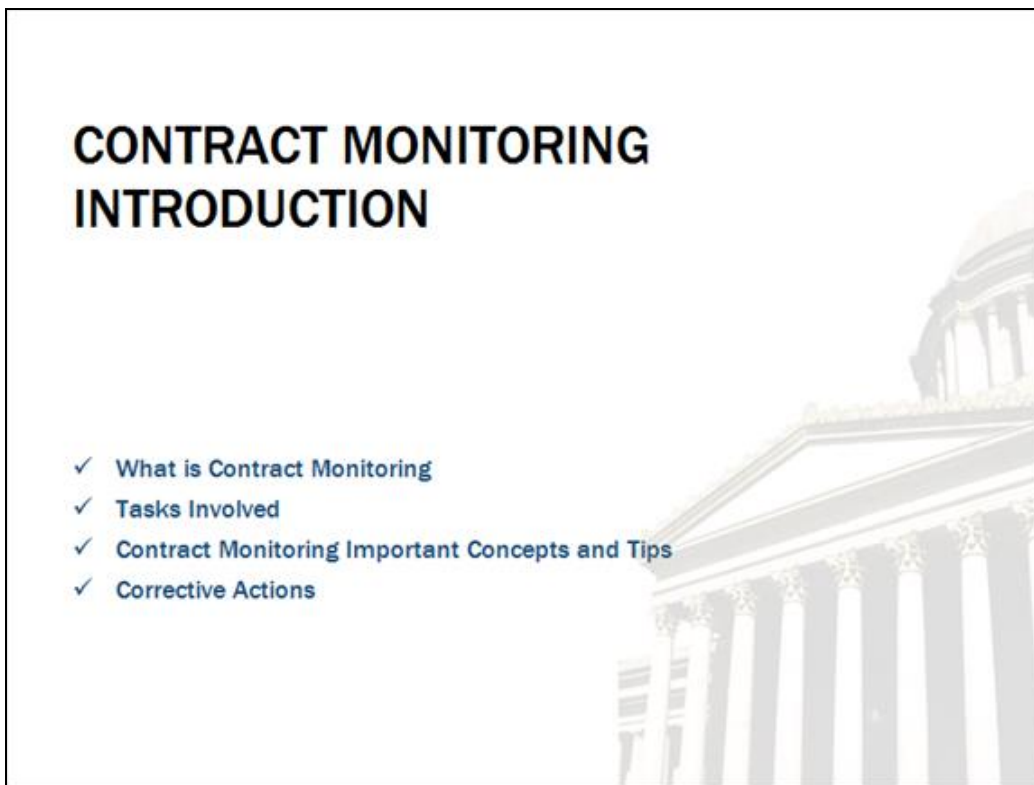


Typically, the state agencies shown here and entities are involved in the purchasing and procurement process.

- **Attorney General** - Review and approve contractual documents as to legal form and defend agencies.
- **OCIO**- In addition to DES delegated authority, agencies may be required to receive Office of the Chief Information Officer (OCIO) approval for certain IT goods and services.
- **Partnering agencies and other stakeholders** may be involved with your purchases or procurements. RFP or specifications should be clear on contracting agency.
- **Agencies for diverse and small businesses** - Examples of 'agencies for small and diverse businesses' include Veterans' Affairs, Minority and Women-owned Businesses and DES.

Notes

Slide 26 - Contract Monitoring Introduction



Section Three - Contract Monitoring Responsibilities will cover the following topics in more detail:

- What is Contract Monitoring (and its purpose)
- Tasks Involved
- Contract Monitoring Important Concepts and Tips
- Corrective Actions

Note: Important to note that contract monitoring is done by Contract Managers and is not typically a responsibility for procurement and purchasing professionals. This is a key transition point from the Procurement Professional to the Contract Manager.

Notes

Slide 27 - Contracting in Washington



Contracting in Washington - Post-Award

Contract Monitoring - means any planned, ongoing, or periodic activity that measures and ensures contractor compliance with the terms and conditions of the contract. The level of monitoring depends on the risk assessment of the services provided and the contractor's ability to deliver. Every communication with a contractor is an opportunity to monitor activity.

The purpose of monitoring is to track and ensure the following:

- Compliance with the terms and conditions of the contract and applicable laws and regulations;
- Adherence to the project schedule and appropriate progress toward the expected results and outcomes;
- Quality of services is as expected;
- Health and safety of clients; and
- Identification and resolution of potential problems and provision of constructive, timely feedback.

Consider yourself a partner with the Purchasing and Procurement team who initiated the contract.

Monitoring Activities may include these tasks:

- Periodic contractor reporting
- On-site reviews and observations
- Invoice reviews
- Audit report reviews
- Client surveys
- Other periodic contact with the contractor

At this point, you should consider yourself a partner with the Purchasing and Procurement team who initiated the contract execution process.

Contract Management is any activity related to contracting for services. It is best practice to proactively manage and monitor the contract.

Once the pre award activities have been completed and the final contract signed, Contract Monitoring or post-award contract management functions become even more important.

While the contractor has responsibility to perform under the terms of the contract, the state agency has responsibility for reasonable and necessary monitoring of the contractor's performance to ensure contractor compliance.

More detailed information about contracting in Washington and the associated three phases is available through the Contract Management 101 Training Course. This is a general description and introduction to the concepts of post-award functions and the role of contract monitoring in the larger context of contract management.

Notes

Slide 28 - Know and Understand the Contract



Knowing and Understanding the Contract is one of the most important tools for Contract Management.


It is important to understand all the elements that make up your contract. The following are the general considerations in order to know and understand your contract.

- Understand the Payment Methodology
- Understand Invoicing
- Establish Teams
- Develop Controls
- Develop Plans for Contract Monitoring (discussed on subsequent slides)
- Review Risk Assessments

The initial monitoring plan is based on risk assessment. Plans change as risks to the project change.

Notes

Slide 29 - Tips and Tools to Plan Ahead



Document.
Document.
Document.

It's important to track and document your contract activities, communications, schedule, invoicing, amendments and changes.

- ✓ Put due dates on calendars, build in reminders, develop excel spreadsheet or some other tool to track deliverable due dates, etc.
- ✓ Track invoicing related to deliverables.
- ✓ Develop and Maintain Documentation to trace RFP and Contract Requirements.

Tips and Tools to Plan Ahead: Document, Document, Document

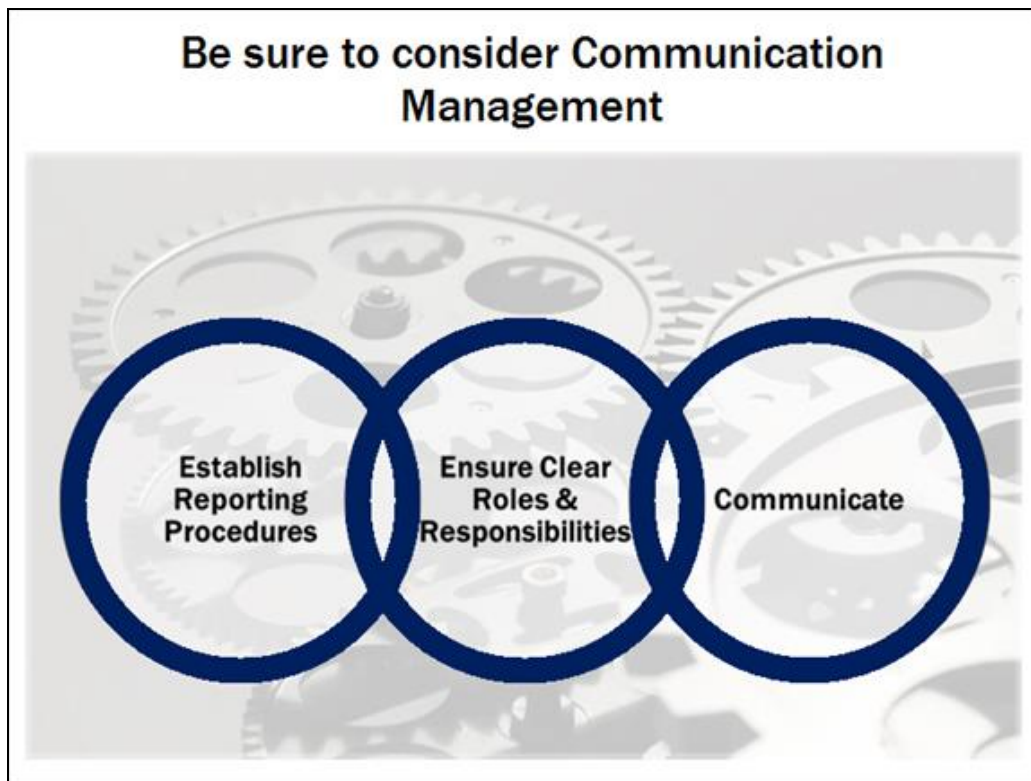
The following are some tips and tools of the trade to help when identifying your contract monitoring activities and schedule.

- Put due dates on calendars, build in reminders, develop excel spreadsheet or some other tool to track deliverable due dates, etc.
- Track invoicing related to deliverables.
- Develop and Maintain Documentation to trace RFP and Contract Requirements.

As the contract manager you should retain all documentation including contract activities, communications, invoicing, schedule, amendments and changes. Each agency conducts contract monitoring differently but it is important regardless of how it's done, to Document, Document, Document!

Notes

Slide 32 - Tips and Tools to Plan Ahead



Be sure to consider the following elements of Communication Management

- Establish and communicate reporting procedures.
- Ensure clear roles & responsibilities.
- Communicate with contractor and internal staff regarding the contract manager's role.

Notes

Slide 33 - Tips and Tools to Plan Ahead

TIPS AND TOOLS TO PLAN AHEAD

An invoicing structure is important to the contract management process.



Invoicing Structure

1. Ensure invoice approval process is developed.
2. Include financial information (including account codes and W-9).
3. Refer to Contract when reviewing and approving invoices.

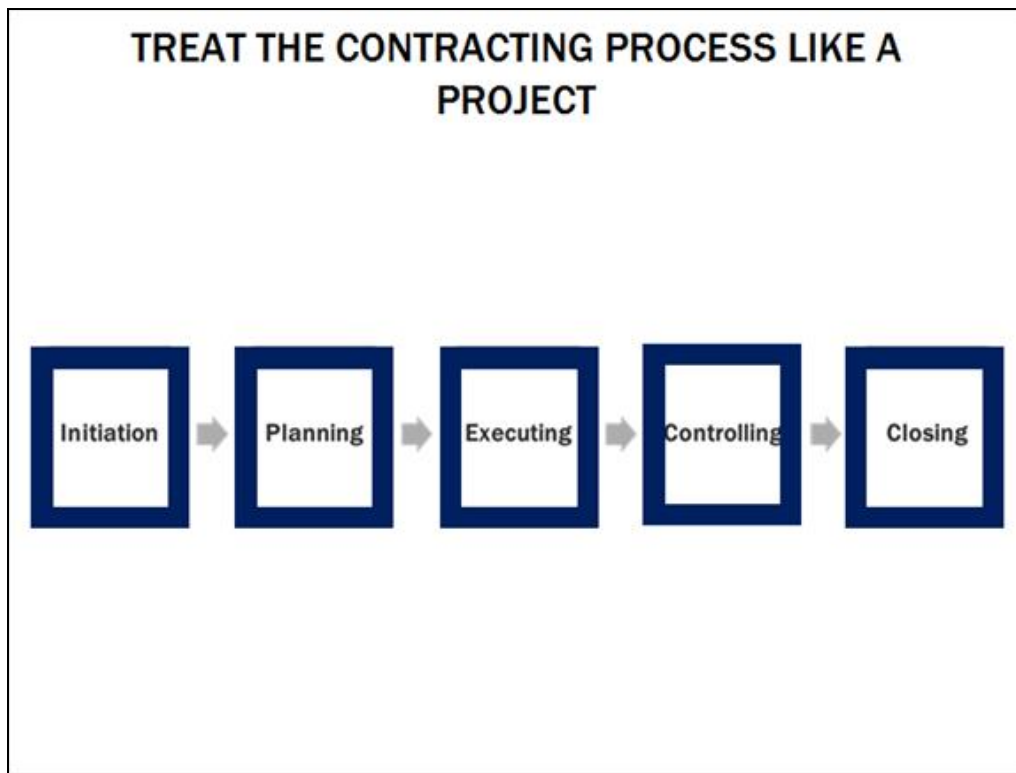
Invoicing may be addressed in the RFP or contract so you should always check these documents for defining the invoice structure.

Invoicing Structure

- Ensure invoice approval process is developed.
- Include financial information (including account codes and W-9).
- Refer to Contract when reviewing and approving invoices.

Notes

Slide 34 - Treat the Contracting Process Like a Project



Managing a contract has a set, start, and finish like a project. You initiate the work, conduct planning for the contract, complete contract management tasks, control aspects of the project including monitoring and overseeing risks.

- Initiation
- Planning
- Executing
- Controlling
- Closing

Notes

Slide 35 - Corrective Actions

CORRECTIVE ACTIONS

- Address deficiencies quickly
- Always seek specialist advice regarding rights or actions
 - Contracts Consultant
 - Assistant Attorney General
- Document, Document, Document!!

Determine if you will withhold payment or terminate ...

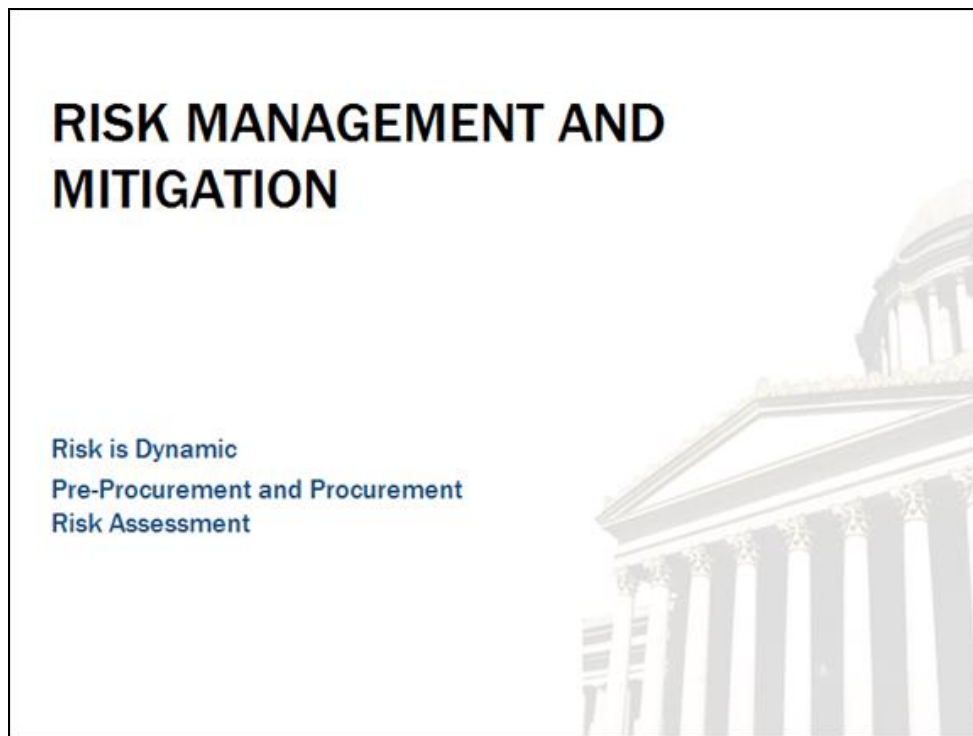
When problems arise that will result in possible corrective action, the Contract Manager's first contact is to the procurement professional who will consult in-house legal or AAG if needed. These resources are experts and need to be brought in to the process when necessary. This is a high-risk area so work with who you need to mitigate risk.

Document each event - phone calls, verbal communications, meetings, etc. Documentation is very important!

This is covered in more detail in the Contract Management 101 Course.

Notes

Slide 36 - Risk Management and mitigation



Section Four - Risk Management and Mitigation will cover the following topics in more detail:

- Risk is Dynamic
- Pre-Procurement and Procurement Risk Assessment

Notes

Slide 37 - Risk is Dynamic

RISK IS DYNAMIC

Risk is dynamic and can change throughout the procurement process and the contract monitoring process.

This includes:

- ✓ Pre-procurement risk assessment and management.
- ✓ Procurement risk management.
- ✓ Risk management during contract monitoring phase.

Risk is dynamic and can change throughout the procurement process and the contract monitoring process.

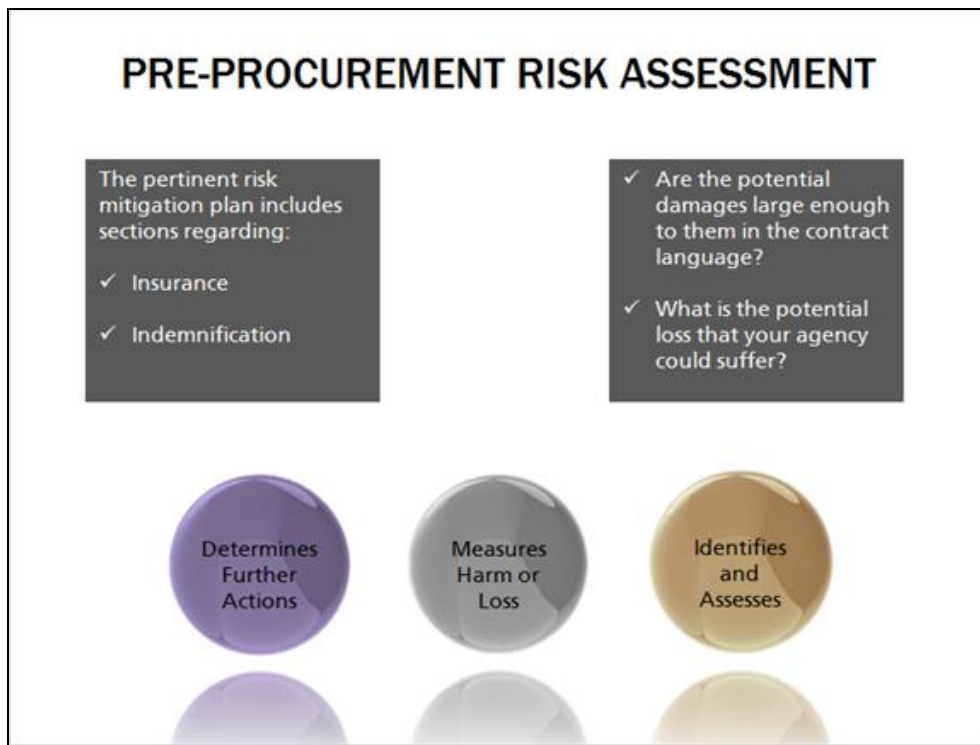
This includes:

- Pre-procurement risk assessment and management
- Procurement risk management
- Risk management during contract monitoring phase

Remember that plans change as risks to the project change.

Notes

Slide 38 - Pre-Procurement Risk Assessment



The Pre-Procurement Risk Assessment

- Identifies and assesses risks of contracting
- Measures the chance of harm or loss from contract activities
- Determines further actions to consider and take based on assessment results:
 - What language to add to the contract
 - The amount and type of monitoring and/or auditing required
 - How much risk the state will carry versus risk the vendor will carry

After the assessment you will determine what a majority of your monitoring activities will be once you determine how much risk your agency is willing to accept. The pertinent risk mitigation plan includes sections regarding:

- Insurance
- Indemnification

It is important to identify potential damages and to assign a dollar value to them. Are the potential damages large enough to include them in the contract language? What is the potential loss that your agency could suffer?

It is also helpful to identify and schedule the initial monitoring plan based on audit requirements

such as funding source.

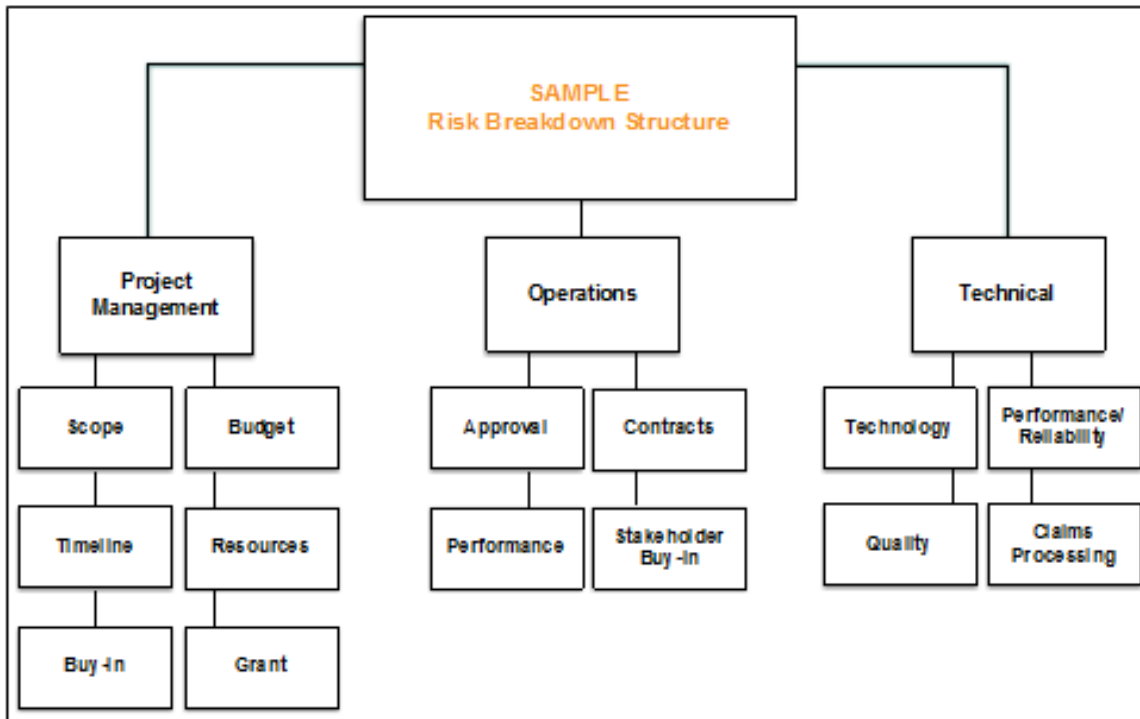
Notes

Examples of Risk Management Tools

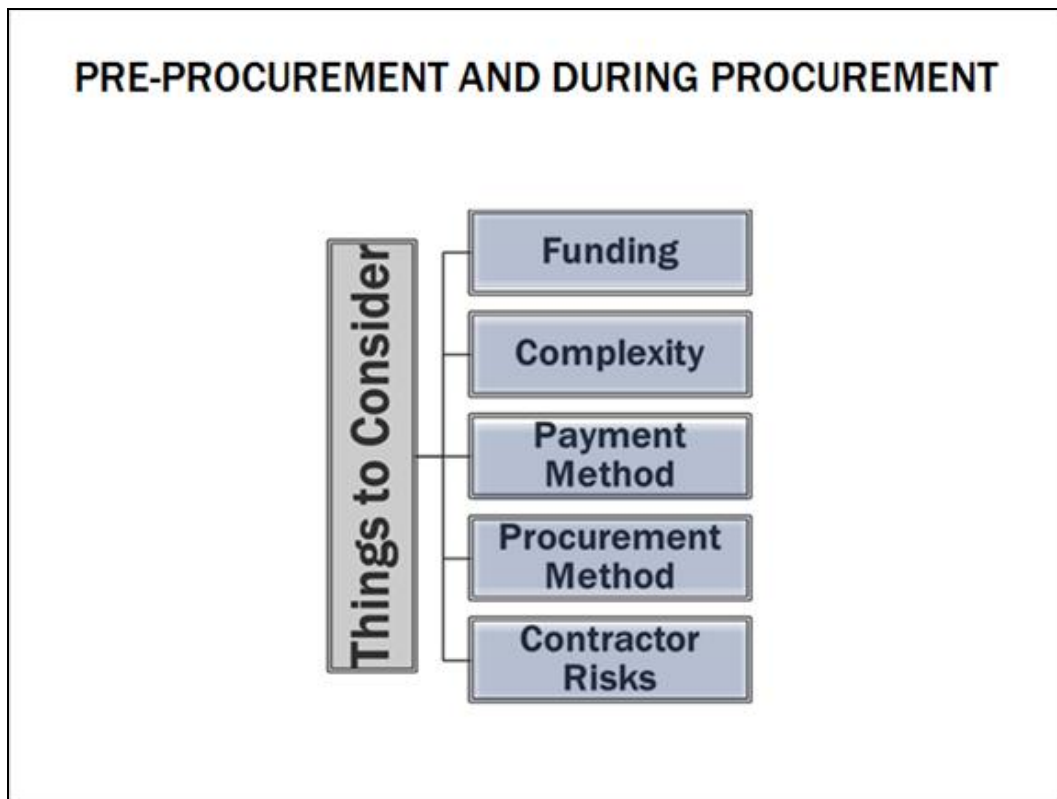
Risk Log

#	Date Opened	Risk Category	Risk Description	Mitigation Strategy	Responsible Party	Impact Level	Mitigation Evaluation	Resolution Status	Date Closed
(#)	(xx/xx/xx)	(PM, Operations, SOC, Technical)	(Clearly describe the nature of the error, or potential or known risk. Include both positive and negative risks.)	(Outline steps taken to mitigate the logged risk. Include details on how the team resolved the risk.)	(Person responsible for tracking risk, not mitigation.)	(High, Medium, or Low)	(Evaluate and assess mitigation effectiveness and efficiency)	(Closed / Temporary Solution / In Progress)	(xx/xx/xx)
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Risk Breakdown Structure



Slide 39 - Pre-Procurement and During Procurement



Things to consider during pre-procurement and procurement:

- Funding - amount and type and source
- Complexity
- Intended payment method
- Procurement method - competitive or sole source
- Contractor risks

Risk Management Tools

It's important to continue risk management after the procurement and into the Contract Monitoring Phase. This helps you identify issues with the vendor early on, so they can be mitigated. If you don't identify potential risks, you won't know what to look for.

Notes

Slide 41 - Questions



There is a Resources page at the end of Module One in your workbook with the relevant links and information to associated references.

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Contract and Legal Services Training Manager,
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Resources

A Guide to the Project Management Body of Knowledge (PMBOK Guide) 5th Edition
<http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>

DES Policies – Contracting & Purchasing Policies, Training, and Resources
<http://des.wa.gov/services/ContractingPurchasing/Pages/default.aspx>

NIGP Code of Ethics
<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=abt-codeofethics>

RCW 39.26 – Procurement of Goods and Services
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26>

RCW 39.26.090 – Director’s Duties and Responsibilities – Rules
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26&full=true#39.26.090>

RCW 39.26.110 – Training
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26&full=true#39.26.110>

RCW 39.26.120 – Competitive Solicitation
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26&full=true#39.26.120>

RCW 39.26.125 – Competitive Solicitation – Exceptions
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26.125>

RCW 39.26.210 – List of Agency Contracts – Contract Audits
<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26&full=true#39.26.210>

RCW 42.52 – Ethics in Public Service
<http://app.leg.wa.gov/rcw/default.aspx?cite=42.52>

SAAM 16.20 – Client Service Contracts
<http://www.ofm.wa.gov/policy/16.20.htm>

SAAM 45.10 – Purchase Card Programs
<http://www.ofm.wa.gov/policy/45.10.htm>

State of Washington, Executive Order 10-07 – Performance Based Contracting
http://www.governor.wa.gov/office/execorders/eoarchive/eo_10-07.pdf



Contact Us By Phone

For questions, feel free to contact us by phone at 360-407-2200.

Locations & Directions

Our headquarters office is at 1500 Jefferson, on the Capitol Campus in Olympia, Washington. DES operations are also located throughout the state.

[Enterprise Services headquarters at 1500 Jefferson Building](#)

[Other Enterprise Services locations](#)

DES Headquarters at 1500 Jefferson Building

The headquarters of Enterprise Services is the 1500 Jefferson Building, which will also serve as the state's new data center. The building is part of state government's historic Capitol Campus and is the newest structure built on the grounds since 1992.

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Physical Location

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