



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES


Convenience Contracts Policy

Enterprise Procurement Policy Workshop

Contracts & Procurement Division

APRIL 4, 2024

TODAY'S AGENDA

Time	Topic
8:00-9:00 AM	Sole Source
9:15-9:45 AM	PCBs
10:00-10:30 AM	Convenience Contracts 
10:45-11:45 AM	Procurement Risk Assessment



HOUSEKEEPING

- Please use the chat for questions
- Q&A at the end of the presentation
- Workshop is being recorded
- Recording, transcript, and slides will be posted to the DES website



POLICY WORKSHOP - INTENT



- The Policy draft was developed to:
 - Address requests for clarification (definition/request process)
 - Incorporates changes made to [RCW 39.26.070](#) due to HB 1471
- The intent of the workshop is to provide an overview of the new policy and obtain initial feedback

HB 1471



Changes made to RCW 39.26.070 (effective **June 5, 2024**):

6 **Sec. 2.** RCW 39.26.070 and 2015 c 79 s 6 are each amended to read
7 as follows:

8 A convenience contract is a contract for specific goods or
9 services, or both, that is solicited and established in accordance
10 with procurement laws and rules for use by ~~((a specific agency or))~~ a
11 specified group of agencies ~~((as needed from time to time))~~. A
12 convenience contract is not available for general use and ~~((may~~
13 ~~only))~~ must be ~~((used as specified))~~ approved by the department.
14 Convenience contracts are not intended to replace or supersede master
15 contracts as defined in this chapter.

WHAT IS A CONVENIENCE CONTRACT?



RCW 39.26.070 Convenience Contracts.

- Specific goods or services
- Solicited in accordance with procurement laws and rules
- For use by a specified group of agencies



REQUIREMENTS

Convenience
contracts

RCW 39.26.070 Convenience Contracts.

- Must be approved by DES
- May not be used to replace statewide contracts

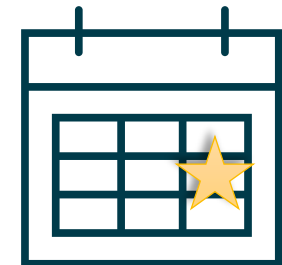
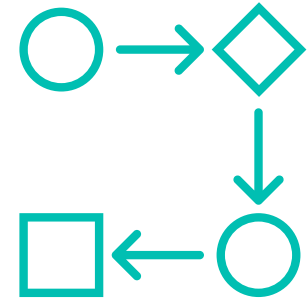


SUBMITTING CONVENIENCE CONTRACT REQUESTS

Policy requires use of the Convenience Contracts Procedure

- List of questions to address in the request letter
- Request letter → Director of the DES Contracts & Procurement Division

Submit requests **at least 10 days prior** to the proposed contract start date.

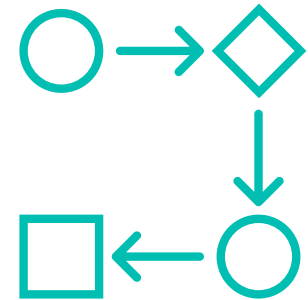


OTHER REQUIREMENTS

- **Amendments require approval if:**
 - Changing the scope of work; and/or
 - Increasing the value of the contract

Note: substantial changes to scope of work and/or contract value may require a new contract.

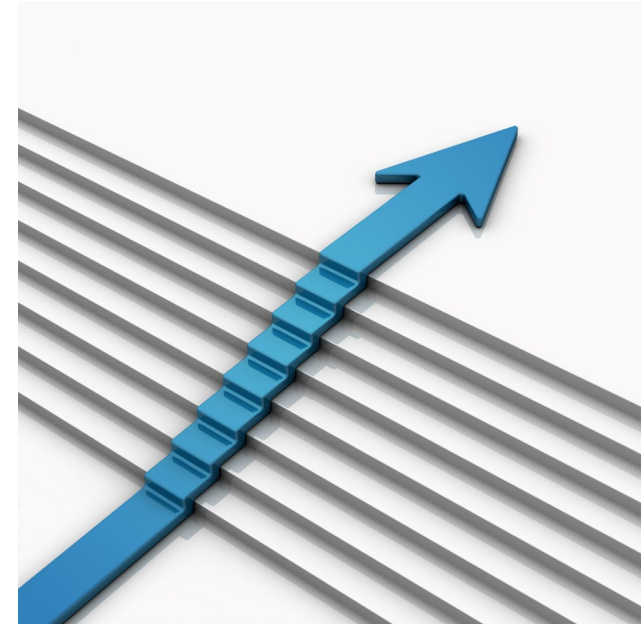
- **Compliance** with the policy will be reviewed during the agency's procurement risk assessment and may impact the agency's delegation of authority.



NEXT STEPS



- Feedback due **April 25, 2024**
 - Submit feedback: [Feedback Form](#)
- DES next steps:
 - Compile feedback & incorporate revisions to policy/procedure/FAQ
 - Create request letter template resource
- Target effective date: June 5, 2024



QUESTIONS

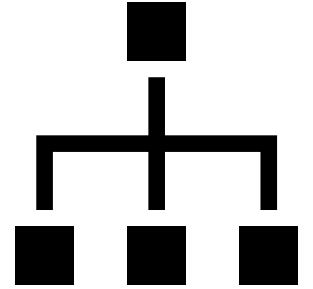
OTHER POLICY PROJECTS

SUPPLIER DIVERSITY POLICY – HANDBOOK REVISIONS



- The team has proposed one policy change and over 50 revisions to the Handbook, including:
 - New FAQs
 - Clarifications to procedure and glossary
- Currently pending management review and approval
- Upcoming lunch-and-learn and Supplier Diversity Community of Practice meeting to share the approved revisions (date TBA)
- Target completion date: **April 2024**

CURRENT POLICY PROJECTS



- **Washington Grown Food** - refresh
- **Executive Order 18-03** - refresh
- **Delegation of Authority** – refresh
- **Emergency Purchases** – revisions due to law change
- **Direct Buy Purchases Policy** – refresh upcoming

[Enterprise procurement policy status report](#)

➤ Updated monthly

ENTERPRISE PROCUREMENT POLICY TEAM

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THANK YOU



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[Feedback Link](#)



[Current Enterprise Procurement Policies \(des.wa.gov\)](#)