



Enterprise Services Policy No. POL-DES-070

# Using Convenience Contracts

**Applies to:** Any state office or activity of the executive branch of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in [RCW 28B.10.016](#) and correctional and other types of institutions ([RCW 39.26.010\(1\)](#)) ([RCW 39.26.100](#)) ([RCW 39.26.102](#)) governed by RCW 39.26.

**Authorizing sources:**

- State Law [RCW 39.26.070](#)
- State Law [RCW 39.26.090](#)

**Effective date:** [DATE]

**Last update:** N/A

**Sunset review date:** [5 years from effective date]

**Approved by:** \_\_\_\_\_ Tara C. Smith, Director

## Reason for Policy

This policy applies whenever an agency intends to create a convenience contract for the purchase of goods and/or services under RCW 39.26. A convenience contract is a contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by a specified group of agencies. Convenience contracts are not intended to replace or supersede Department of Enterprise Services (DES) statewide contracts or DES approved cooperative contracts. A convenience contract is not available for general use and must be approved by DES.

## Policy

- A convenience contract is a contract for goods and/or services established by a specific group of agencies to utilize a single contractor or a pool of multiple contractors.**
- Agencies must request approval from DES to enter into a convenience contract using DES-PRO-070 [\[LINK\]](#).**
- Convenience contracts may not be used to replace DES statewide contracts.**
- Amendments to convenience contracts that alter the original scope of work and/or substantially increase the value of the contract must be approved by DES prior to being effective.**
- A convenience contract must be established in accordance with all procurement laws and policies.**
  - Convenience contracts are subject to all procurement laws and policies, including supplier diversity and the use of appropriate supplier diversity strategies. See [DES-POL-090-06](#), Supplier Diversity Policy.

2. Convenience contracts must be the result of a competitive solicitation unless an exception to competition applies; convenience contracts are not an exception to competitive solicitation laws under [RCW 39.26.125](#).
  3. When establishing a convenience contract, all agencies must have sufficient independent delegated authority to purchase the good(s) and/or service(s) resulting from the convenience contract. See [DES-POL-090](#), Delegation of Authority Policy.
  4. When establishing a convenience contract for use by a group of agencies through the sole source contract process, only the lead agency is required to submit a request for sole source approval and follow the requirements of [DES-POL-140-00](#), Sole Source Contract Policy.
  5. Purchases from convenience contracts must be reported on the annual agency contract report by all participating agencies. See [DES-POL-210-01](#), Reporting Agency Contracts.
- F. Agency compliance with this policy will be a consideration in the agency's procurement risk assessment and may impact the agency's procurement delegation of authority.**

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## Procedure

**Procedure:** DES-PRO-070 [\[LINK\]](#)

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## Resources

- **Frequently Asked Questions:** DES-FAQ-070 [\[LINK\]](#)
- **Optional Template:** Convenience contract request letter template [\[LINK\]](#)
- **Related Enterprise Procurement Policies:**
  - [DES-POL-090-06](#), Supplier Diversity Policy
  - [DES-POL-090](#), Delegation of Authority Policy
  - [DES-POL-140-00](#), Sole Source Contract Policy
  - [DES-POL-210-01](#), Reporting Agency Contracts

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## History

Adopted

[\[Date\]](#)

Replaces

N/A