



Enterprise Services Procedure No. PRO-DES-070

# Using Convenience Contracts

**Applies to:** Agencies when an agency intends to purchase goods and/or services using a convenience contract in accordance with the Department of Enterprise Services (DES) Policy #POL-DES-070 [\[LINK\]](#).

**Effective date:** [\[DATE\]](#)

**Last update:** N/A

**Sunset review date:** [{5 years from effective date}](#)

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

## PRO-DES-070 USING CONVENIENCE CONTRACTS

<u>Action By:</u>	<u>Action:</u>
Agency Staff	<p><b>1. Convenience contract determination.</b></p> <ul style="list-style-type: none"> <li>a. Confirms that a proposed purchase is for a convenience contract (see DES-POL-070 <a href="#">[LINK]</a>).</li> <li>b. Confirms that a DES statewide contract is not available.</li> <li>c. Confirms that each purchasing agency has sufficient delegated authority to purchase the good(s) and/or service(s) resulting from the convenience contract. (See <a href="#">DES-POL-090</a>).</li> </ul>
Agency Staff	<p><b>2. Request approval from DES to enter into a convenience contract.</b></p> <ul style="list-style-type: none"> <li>a. Requests should be submitted at least 10 working days prior to the proposed start date of the convenience contract. Failure to submit 10 working days prior could result in a contract start delay.</li> <li>b. Completes request letter, which must include answers to the following questions: <ul style="list-style-type: none"> <li>i. What is the purpose, the scope and the specific nature of the request?</li> <li>ii. Provide a list of the agencies that will be utilizing the convenience contract.</li> <li>iii. What is the projected dollar value of the request (please indicate value per agency)? Include analysis that determined the cost estimate.</li> <li>iv. Did the agency research existing and pending DES statewide contracts?</li> <li>v. How might the state agencies benefit should the request be approved?</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>vi. What are the risks should the request be denied?</li><li>vii. Does the agency possess the necessary experience and expertise to conduct the procurement and/or manage the contract?</li><li>viii. What measures have been established to ensure that all applicable procurement requirements, including Supplier Diversity, will be met?</li><li>ix. If using a vendor pool, explain the contract terms, including the selection criteria identifying how the agency will choose vendors or spread the work among the multiple vendors on contract (i.e., rotating basis, etc.).</li><li>x. Contact information of the person responsible for implementing the requested convenience contract.</li></ul> <p>c. Sends request letter addressed to the Director of the DES Contracts and Procurement Division.</p> <ul style="list-style-type: none"><li>i. Include a copy to the DES Enterprise Procurement Policy Team: <a href="mailto:DESmiEnterpriseProcurementPolicy@des.wa.gov">DESmiEnterpriseProcurementPolicy@des.wa.gov</a>.</li><li>ii. The request may be submitted by the agency Director, or the agency's procurement or administrative service lead(s).</li></ul>
DES Enterprise Procurement Policy Team	<p><b>3. DES review of convenience contract request.</b></p> <ul style="list-style-type: none"><li>a. Coordinates with the DES Statewide Contracts Team to ensure the request does not conflict with an existing or pending DES statewide contract(s).</li><li>b. Checks for compliance with convenience contract requirements.</li><li>c. Checks for compliance with other procurement policies, such as Delegated Authority and Supplier Diversity.</li><li>d. Clarifies request with Agency staff, if needed.</li><li>e. Sends the request and proposed recommendation to the Director of Contracts &amp; Procurement for decision. *</li></ul> <p><i>*Note: the number and complexity of requests received by DES can impact DES's processing time. The agency cannot execute a convenience contract until DES approval is received.</i></p>
DES Director of Contracts & Procurement	<p><b>4. DES decision on convenience contract request.</b></p> <ul style="list-style-type: none"><li>a. Issues a letter granting or denying the agency's request for a convenience contract, including any applicable conditions.</li></ul>



## Amendments to Convenience Contracts

<p><u>Action By:</u> Agency Staff</p>	<p><u>Action:</u></p> <ol style="list-style-type: none"> <li><b>1. Convenience Contract Amendment Analysis.</b> <ol style="list-style-type: none"> <li>a. <u>Extending the period of performance</u>: confirms that a DES statewide contract is not available for the good/service prior to extending the convenience contract. If a DES statewide contract now exists, the agency should not extend the convenience contract and should use the DES statewide contract instead.</li> <li>b. <u>Adding dollars</u>: confirms that each purchasing agency, has sufficient delegated authority, see <a href="#">DES-POL-090</a>, delegation of authority policy. Substantial increases to the value of the contract require DES approval, proceed to step 2.</li> <li>c. <u>Administrative changes</u>: amendments that contain “minor or administrative change(s)” as defined in the Convenience Contract FAQ <a href="#">[LINK]</a> do not require DES approval.</li> <li>d. <u>Changing the scope of work</u>: Requires convenience contract amendment approval from DES, proceed to step 2.</li> </ol> </li>   <li><b>2. Presentation of Convenience Contract Amendment to DES.</b> If the amendment changes the scope of work of the contract or substantially increases the value of the contract, prepares the amendment and all related supporting documentation necessary to initiate a convenience contract amendment request.  <i>Note: Only amendments that change the scope of work and/or add dollars to substantially increase the value of the original contract require approval by DES.</i></li>   <li><b>3. Request approval from DES to enter into a convenience contract amendment.</b> <ol style="list-style-type: none"> <li>a. Requests should be submitted no less than 10 working days prior to the proposed start date of the convenience contract amendment. Failure to submit 10 working days prior could result in a contract start delay.</li> <li>b. Completes request letter, which must include answers to the following questions:           <ol style="list-style-type: none"> <li>1. What is the business need or problem that requires this amendment?</li> <li>2. Explain what conditions have changed since the award and other applicable information that clearly justifies the decision to amend the contract.</li> </ol> </li> </ol> </li> </ol>
-------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>3. What are the consequences of not having this amendment approved? Describe in detail the impact to the agency and to services it provides if this amendment is not approved.</p> <p>c. Sends request letter addressed to the Director of the DES Contracts and Procurement Division.</p> <ul style="list-style-type: none"> <li>i. Include a copy to the DES Enterprise Procurement Policy Team: <a href="mailto:DESmiEnterpriseProcurementPolicy@des.wa.gov">DESmiEnterpriseProcurementPolicy@des.wa.gov</a>.</li> <li>ii. The request may be submitted by the agency Director, or the agency’s procurement or administrative service lead(s).</li> </ul>
DES Enterprise Procurement Policy Team	<p><b>4. DES review of convenience contract amendment request.</b></p> <ul style="list-style-type: none"> <li>a. Coordinates with the Statewide Contracts Team to ensure the request does not conflict with an existing or pending statewide contract(s).</li> <li>b. Checks for compliance with convenience contract requirements.</li> <li>c. Checks for compliance with other procurement policies, such as Delegated Authority and Supplier Diversity.</li> <li>d. Clarifies request with Agency staff, if needed.</li> <li>e. Sends the request and proposed recommendation to the Director of Contracts &amp; Procurement for decision. *</li> </ul> <p><i>*Note: the number and complexity of requests received by DES can impact DES’s processing time. The agency cannot execute a convenience contract until DES approval is received.</i></p>
DES Director of Contracts & Procurement	<p><b>5. DES decision on convenience contract amendment request.</b></p> <ul style="list-style-type: none"> <li>a. Issues a letter granting or denying the agency’s request for a convenience contract amendment, including any applicable conditions.</li> </ul>

History

Adopted

[Date]

Replaces

N/A