

#	Feedback Category	Feedback Subcategory	Policy Comment #	Feedback Source	Feedback Source	Feedback	DES Response (to be completed by DES)
	(Choose a policy from the drop down menu)	(Choose a policy subcategory from the drop down menu)	If applicable, please enter the comment number	Name	Organization/Vendor Compay Name	What improvements, likes, and/or proposed edits would you like to share with DES?	
4	Emergency Purchases	Clarity of Policy		Dave Jorgensen	Secretary of State	I would like to see a definition of the Sole Source Data Base, Also, perhaps a brief sentence in why it must be used in reporting emergency purchases would be helpful for clarity purposes.	Thank you for your feedback. This has been clarified in the policy.
43	Emergency Purchases	Clarity of Policy		Elizabeth Lagerberg	ATG	Is this section meant to apply to procurements for services as well?	Thank you for your feedback. This policy establishes criteria and qualifications, reporting requirements and timelines, and reporting exemptions related to emergency purchases of goods and services.
44	Emergency Purchases	Policy		Tiffany Scroggs	thurstonedc	Making the information available for public disclosure requests isn't true transparency. Would you consider going beyond the minimum standard set by the Leg and posting emergency purchases as an award notice on WEBS?	Thank you for your feedback. Per RCW 39.26.130, Emergency Purchases must be made available for public inspection. This means the emergency purchase is either posted on the Agency's website or contact information is provided to request a copy of the emergency contract. Although an interesting suggestion, WEBS is not designed to capture emergency purchases.
45	Emergency Purchases	Guideline/Best Practice		Mark Lyon	ATG	Is there a recommended retention schedule for a emergency procurement file maintained by an agency?	Thank you for your question. Per State Government General Records Retention Schedule, Section 3.4 Contracts and Purchasing, Contracts and Agreements should be retained for 6 years after termination or expiration and then destroyed.
96	Emergency Purchases	Guideline/Best Practice		Leslie Edwards	Washington State Department of Enterprise Services	I honestly haven't had the time to read through the draft policies, but I know one issue we have had with emergency purchases in the past is the length of time it takes for the agency to actually call it an emergency. Is that now addressed? I can give an example if needed. We had an agency that knew their generator was going out and it took them over a month to act and finally declare it an emergency after a month. So is it truly an "emergency" since they could have done the procurement before it reached that point?	Thank you for your feedback. The definition of an emergency is established in RCW 39.26.130(3) as: "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." In this example, the Agency was aware that the generator needed to be replaced before it stopped functioning. This was not an unforeseen circumstance beyond the control of the agency and therefore does not meet the definition on an emergency.
113	Emergency Purchases	Other		Julie Hannah	Washington State Patrol	The 3 day turnaround time for an Emergency Purchase to accomplish all of the steps required is too short of a time frame. There are so many steps and a letter from Director to Director within 3 days is not realistic.  I am requesting the time frame be extended to a minimum of 10 business days. For our Agency, the Contract and Purchasing staff have such heavy workloads that it's difficult to comply with such a tight timeframe to accomplish all of the steps that needed for an Emergency Filing.	Thank you for your feedback. This is outside the scope of this policy. The three day requirement is mandated in the statute, per RCW 39.26.130(2), "Emergency contracts must be submitted to the department and made available for public inspection within three working days following the commencement of work or execution of the contract, whichever occurs first".
125	Emergency Purchases	Policy		DOR Procurement & Contracts Team	Dept of Revenue	Thank you for your consideration. No feedback to DES ; looked like changes were mostly formatting; no new requirements for agencies.	Thank you for your response.
157	Emergency Purchases	Procedure		Jeff Speer	Washington State Patrol	The 3 day turnaround time for an Emergency Purchase to accomplish all of the steps required is too short of a time frame. There are so many steps and a letter from Director to Director within 3 days is not realistic.  I would recommend the time frame be extended to a minimum of 10 business days. For our Agency, the Contract and Purchasing staff have such heavy workloads that it's difficult to comply with such a tight timeframe to accomplish all of the steps that needed for an Emergency Filing. This is made even worse with much of our agencies staff teleworking which is likely to continue for the foreseeable future.	Thank you for your feedback. This is outside the scope of this policy. The three day requirement is mandated in the statute, per RCW 39.26.130(2), "Emergency contracts must be submitted to the department and made available for public inspection within three working days following the commencement of work or execution of the contract, whichever occurs first".