

| #   | 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 Company Name                   | What improvements, likes, and/or proposed edits would you like to share with DES?   |   |
| 5   | Agency Contract Reporting                 | Implementation  |  | Julie Hannah                     | Washington State Patrol                            | Why can't this requirement of having to report if a Vendor is a Small Business, why can't this information be pulled from OFM when they registered and have this be a report that DES and OFM get to obtain the Vendor's status? Why does each Agency have to report on Each "transaction"? This added requirement is a big ask on an already BIG ask?  | Thank you for your feedback. The goal of this change is to establish consistent reporting across all agencies which will assist in our efforts to track small business usage in the state and increase transparency. Each agency is responsible for tracking small business spend and for compiling its Agency Contract Report. Agencies may use any available resources to fill out and complete the report. Workload issues are addressed by each Agency and are outside the scope of this policy.  |
| 46  | Agency Contract Reporting                 | FAQ   |  | Anonymous Attendee               |  | Why isn't all of this information required in ECMS? If it was all requested in ECMS, DES could pull all of this information, at any time. I've always wondered if we are required to use ECMS, why DES does not include their requirements in ECMS in order to eliminate the burden from the Agency.  | Thank you for your feedback. Not every agency subscribes to ECMS, so it is not a comprehensive source of statewide information. The goal of this change is to establish consistent reporting across all agencies which will assist in our efforts to track small business usage in the state and increase transparency. Each agency is responsible for tracking small business spend and for compiling its Agency Contract Report. Agencies may use any and all resources available to them to fill out and complete the report. Workload issues are addressed by each Agency and are outside the scope of this policy.   |
| 70  | Agency Contract Reporting                 | Clarity of Policy                                     |  | Julie Hannah                     | Washington State Patrol                            | Please confirm only SMALL and not MICRO or MINI businesses are required on the Transparency report?   | Thank you for your feedback. We note that micro and mini businesses are a subset of small businesses. See RCW 29.26.010(16), (22). Therefore, all such contracts should be reported.  |
| 97  | Agency Contract Reporting                 | Policy  |  | Shana Barehand                   | Washington State Department of Enterprise Services | Is there a reason we are not asking for diversity status?   | Thank you for your feedback. This has been added to the policy.   |
| 98  | Agency Contract Reporting                 | Policy  |  | Leslie Edwards                   | Washington State Department of Enterprise Services | curious as to why IAA's are now included?   | Thank you for your feedback. The goal of this policy is to promote state agency contract transparency. Interagency agreements have a transparency requirement that is currently not being met by all agencies. Per RCW 39.34.040, "Prior to its entry into force, an agreement made pursuant to this chapter shall be filed with the county auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source." This has been inconsistent across agencies. The change to this policy will help to make reporting consistent across all agencies and will help us better understand IAA usage for goods and services across the state. In addition, the purpose of reporting is to have a clearer understanding of all agency expenditures for goods and services. Some interagency agreements are being used for this purpose. Therefore, DES is now requesting this information. |
| 99  | Agency Contract Reporting                 | Policy  |  | Rebecca Linville                 | Washington State Department of Enterprise Services | I was going to ask the same question [is there a reason we are not asking for diversity status]<br>We should consider adding columns for those businesses!  | Thank you for your feedback. Diversity Status has been added to the policy. We will work with our internal teams to make changes to the reporting template as appropriate   |
| 112 | Agency Contract Reporting                 | Policy  |  | Julie Hannah                     | Washington State Patrol                            | Why make the IAA's mandatory to report on the Transparency Report for ALL agencies?<br>1 - Either make the IAA's either reported only if the Agency does not already post on their Agency Website?<br>Why punish Agencies already doing this because some Agencies are not? It's a lot more scrubbing that will need to happen, on an already demanding and time consuming task.<br>Plus the RCW, requires it, in short to be post prior to executed, and it we are only doing this once a year, then that won't really meet the RCW requirement.<br>2 - Perhaps the Agencies that are already posting on their Agency website, allow those Agencies to provide a link on the Transparency Report.<br>3 - Change the RCW as it's currently written. | Thank you for your feedback. The goal of this policy is to promote state agency contract transparency. Interagency agreements have a transparency requirement that is currently not being met by all agencies. Per RCW 39.34.040, "Prior to its entry into force, an agreement made pursuant to this chapter shall be filed with the county auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source." This has been inconsistent across agencies. The change to this policy will help to make reporting consistent across all agencies and will help us better understand IAA usage for goods and services across the state. In addition, the purpose of reporting is to have a clearer understanding of all agency expenditures for goods and services. Some interagency agreements are being used for this purpose. Therefore, DES is now requesting this information. |
| 115 | Agency Contract Reporting                 | Policy  |  | Karen Hanan                      | Washington State Arts Commission                   | 1. Have the capacities and budgets of small agencies been taken into consideration as the policy has been developed? I am particularly interested in regard to<br>a. Training - is it provided at no cost?<br>b. Reporting requirements - Most if not all small agencies have nobody who is a specialist in contracting, or whose specific job it is to be so. So reporting and contracting requirements and oversight will fall on the shoulders of a staff member who is already fully engaged with their regular day to day work. Has thought been given to ensuring that reporting requirements will be relatively simple and not too time consuming? Or that someone at DES  | Thank you for your feedback. (a) Training is provided at no cost. (b) All agencies, regardless of size, are encouraged to reach out to DES if they require assistance with agency contract reporting or any other assistance related to procurements or contracts. Agencies may reach out to any member of the DES Enterprise Procurement Policy Team for this assistance.  |
| 123 | Agency Contract Reporting                 | Implementation  |  | DOR Procurement & Contracts Team | Dept of Revenue                                    | When the OneWa ERP project works on the procurement and contracting part, please ensure: 1) the system is configured to capture all info needed from contract reporting; 2) all agencies are required to use it for contract data & collection; and 3) DES is then able to obtain their reporting data direction from the ERP system.<br>Process of determining small business status will be very time consuming for agencies if it's not available to pull from the WEBI report.  | Thank you for your feedback. This is outside of the scope of this policy. This feedback has been shared with the OneWA team for consideration.  |
| 136 | Agency Contract Reporting                 | Policy  |  | Jeffrey D. Pearce                | Everett Community College                          | More regulations mean more work for staff members already stretched to the limit of what is reasonable to get done each day. Now is not the time for adding to our workload. However, I'm sure I can't talk you out of the new requirements you are adding. I would ask you for two things regarding agency contract reporting: 1) Please delay the implementation of your new agency contract reporting policies and procedures for one year, in light of COVID and the challenges it has created in completing even the simplest of tasks in a timely manner. 2) Please permanently alter the due date of this report to October 31. Thank you.   | Thank you for your feedback. Workload issues are addressed by each individual agency and are outside of the scope of this policy. We will work with our internal teams to establish appropriate yearly reporting due dates. To account for any unforeseen issues that may arise in any given reporting year, we are adding "or as directed by DES" to the due date language in the policy.  |
| 159 | Agency Contract Reporting                 | Policy  |  | Joanna Colvin                    | DNR  | Section 1d states the report will be due September 1 of each year, however, this year it is due October 1 per DES instruction. Suggest adding "or as directed by DES" to this language.   | Thank you for your feedback. This has been added to the policy.   |
| 160 | Agency Contract Reporting                 | Policy  |  | Joanna Colvin                    | DNR  | Since grants are removed from the exceptions, this poses confusion in whether or not it needs to be reported. The grant itself or agreements funded by grants? Reporting of accounts receivable (grant receipted funds) is not under the authority of RCW39.26. However, the contracted goods and services as a result of these funds would be reported.  | Thank you for your feedback. With this change to the policy, any agreements funded by grants that result in a contract for goods or services will now be required to be reported.   |
| 161 | Agency Contract Reporting                 | Policy  |  | Joanna Colvin                    | DNR  | Need to be clear in the policy that this is for contracts that meet the intent of 39.26.  | Thank you for your feedback, this has been clarified in the policy.   |
| 162 | Agency Contract Reporting                 | Procedure   |  | Joanna Colvin                    | DNR  | Contract Modifications under Required Data Fields; Currently all amendments need to be reported, not just substantive changes. This change seems less transparent.  | Thank you for your feedback, this has been clarified in the policy.   |
| 163 | Agency Contract Reporting                 | Procedure   |  | Joanna Colvin                    | DNR  | Item K - Small Business Status; there are multiple locations to gather this information and we should be able to use OMWBE certification database as well.  | Thank you for your feedback. Yes, agencies may use the OMWBE certification databases among other resources to retrieve and complete the Agency Contract Reporting small business field.   |