

## **Contracts and Legal Services**

*Assuring the best value through competitive bids*

Enterprise Services promotes sound practices in procurement and contracting, and offers thousands of vendors and contractors access to open and competitive business opportunities. The program develops and manages more than 1,200 contracts worth \$1.3 billion annually for a variety of goods and services, including information technology.

The goal is to deliver best value contracts, which provide “what you need, how you need it, and when you need it” for state agencies, higher education, cities, counties, other local government entities, public benefit not-for-profit organizations, and tribes. This eliminates the need for duplication and allows these entities to focus on their core business, resulting in a reduction of the overall cost of government operations.

### **Services include**

#### **Master Contracts**

Contracts developed and managed by the program have met the state procurement laws. For example, they include balancing socio-economic criteria such as environmental considerations, and encourage participation from small, minority-, women-, and veteran-owned businesses. These are available for goods and services ranging from actuarial services, financial and economic analysis, environmental planning, and management consulting, to vehicles, office supplies, fuel, information technology hardware, software, services, and more.

The result is best value contracts, where price is one component of defining and evaluating the value of a contract. A complete listing of available contracts can be found at our [website](http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx) (<http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>).

#### **Information technology purchasing and consulting services**

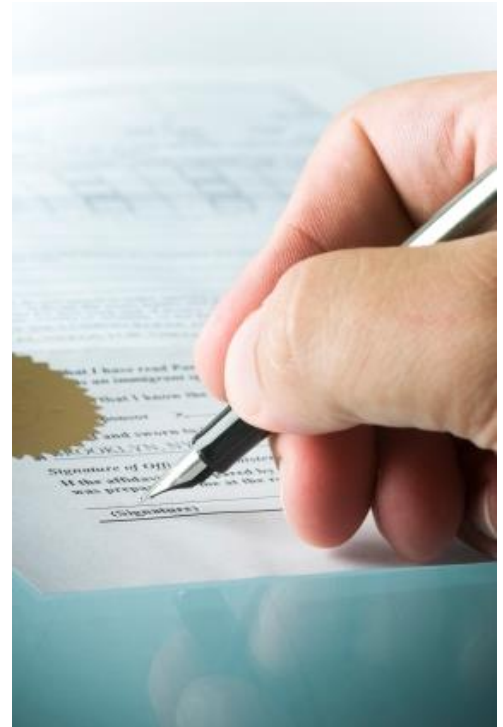
This program helps our customers reduce the costs of desktop PCs, laptops, printers, or servers while meeting state technology standards.

#### **Training**

Training about state procurement and contracting laws, rules, policies and processes is available.

#### **Business Diversity Outreach**

This program uses creative government procurement practices to reach out to small, minority-, women-, and veteran-owned businesses in an effort to include diverse business participation on



state master contracts and other state purchases. Annual trainings on how to do business with the state are offered to the vendor community. The department hosts an annual tradeshow, which offers an opportunity for vendors to market their businesses to hundreds of potential government customers.

**Access to standardized statewide commodity code system**

The Department of Enterprise Services provides access to a standardized statewide commodity code system through the National Institute of Governmental Purchasing – (NIGP) living commodity code (coding that stays current with new products and services) to support warehouse management and procurement systems.

**Consultation**

The program offers consultation on procurement and contracting best practices to state agencies, higher education and other government entities.

**Legal Services**

The procurement and contracting services provided by the program have in-house legal support, in addition to the legal services provided by the Attorney General's Office. The legal services unit also provides an independent third party review of any vendor protest and an independent third party audit of the division's master contract to ensure contract compliance and best value.

**Support is provided to users of the following systems:**

Washington Electronic Business Solution (WEBS)

Sole Source Contracts Database (SSCD)

**Eligible Customers**

State agencies, higher education, local government entities, tribes, and qualified public benefit non-profit organizations are eligible to purchase from the Enterprise Services master contracts. Pooling these entities purchases increases their collective buying power, which results in the saving of millions of dollars annually.

**Contact**

For more information about Purchasing and Contracts Services, please visit the current program [website](#).

September 4, 2014