

January 22, 2014

Opt-in opportunities for contract reporting provide a chance to refine processes and data before mandatory deadline

Enterprise Services is offering two additional opt-in opportunities for state agencies and higher education institutions to submit contract data for the January 1 through June 30, 2013 period:

- **Opt-in Opportunity 1** has a March 31, 2014 contract reporting deadline (training will be available in February).
- **Opt-in Opportunity 2** has a June 30, 2014 contract reporting deadline (training will be available in May).

Organizations that cannot, or choose not to participate in the opt-in opportunities must attend training offered in June/July 2014; and, subsequently report agency contract data for the full period of January 1, 2013 through June 30, 2014. The statutory reporting deadline is September 1, 2014.

Participation in the opt-in opportunities is voluntary. However, it will give state agencies and higher education institutions the ability to report a smaller initial data set, and work out internal data or reporting issues before the legislatively mandated deadline. **Agencies that opt-in are still required to report contracts for the July 1, 2013, through June 30, 2014, period by the September 1, 2014, deadline.**

To request participation in an opt-in period or to ask a specific question, please contact contractreporting@des.wa.gov.

Background

[RCW 39.26.210](#) requires all state agencies and higher education institutions to annually submit to Enterprise Services a list of all contracts that the organization has entered into or renewed. Enterprise Services must maintain a publicly available list of all contracts entered into by state agencies and higher education institutions during each fiscal year. (Policy [DES-210-01](#) further defines the data elements and reporting process. Other information such as the current reporting template, copies of the training information and FAQs can be found on the [Agency Contract Reporting](#) site.)

Enterprise Services began the agency contract reporting pilot as part of Procurement Reform on January 25, 2013. The pilot concluded on November 30, 2013. Twenty-one agencies participated in the pilot (including DES, DOC, DSHS, MIL, COM, RCFB, DOH, SPI, DEL, PSP, OLC, AGR, SIB, LNI, WSHS, UW). Sixteen of the twenty-one pilot agencies have already reported data for the time period of January 1, 2013 through June 30, 2013. For more information, visit the [Procurement Reform](#) website.

The pilot team was able to identify opportunities for improvement – such as modifications to the Electronic Contracts Management System (ECMS) database to capture all required information in order to reduce the workload associated with the reporting process. Viable improvements will be reviewed at a later date.