



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

March 5, 2014

Re: Agency Risk Assessment and Delegated Authority – Action Required

Dear *Agency Executive*:

On January 1, 2013, state law (RCW 39.26) went into effect authorizing the Department of Enterprise as the lead state agency responsible for developing policies related to state procurement and contracting – except as otherwise provided by law. These duties included developing policies delegating procurement authority to our partner agencies. We adopted Policy [DES-090-00](#) establishing temporary delegated procurement authority to agencies.

Under the statute, delegated procurement authority is based on a risk assessment process which includes specific restrictions on dollar amounts and/or specific types of goods and services. In 2013, DES led a pilot project in partnership with 13 other state agencies and public higher education institutions to develop a risk assessment tool to be used in determining the appropriate level of delegated authority for each agency. The pilot is being wrapped up and the tool is ready to use.

Each agency is required to complete their own risk assessment tool to receive delegated authority from DES. Agencies will have until April 9, 2014, to complete the assessment tool and return results to DES. Your agency's interim authority will remain in place during this process. Once your assessment tool results are received, an analyst will be assigned to review your work and guide your agency through the rest of the process. Our goal is to complete all assessments and issue delegations by June 30, 2014.

Timelines and Expectations

- **March 5** – Assessment tool and information sent electronically to agencies.
- **April 9** – Assessment tool is completed by agencies and returned electronically to DES via delegatedauthority@des.wa.gov.
- **April 10-16** – Agencies will be assigned a DES risk assessment analyst. Our analysts will make initial contact with agency representatives and serve as primary points-of-contact during the process.
- **April 10 through June 30 – During this period, our analysts will:**
 - Contact your agency representative
 - Review your agency's information

- Prepare a draft risk assessment
- Prepare a delegated authority packet

To avoid delays, we need your help in making sure your agency's contacts and designees are available to answer questions to help resolve any issues during the process. While DES may request in-person meetings, we believe most issues can be resolved over the telephone or through email exchanges.

After our analysts finish their review, draft risk assessment packets will be prepared and further reviewed by senior DES staff and then submitted to me for official delegation approval. Once the process is complete, DES will forward final delegated authority packets, including mitigation requirements if any, to your agency. While our goal is to complete these reviews by June 30, individual agencies may receive their assessment and delegation at any time during this period.

Once DES has authorized a delegation, you will have 5 business days to notify us if you disagree with the findings and/or level of authority. After the 5-day period has passed, agencies may still request a review or meeting; however, this review will not occur until after June 30.

Attached is a copy of the risk assessment tool with instructions. This can also be found on the [Risk Assessment](#) page. Additionally, this information is being forwarded to your agency's point person that was established during the interim process. Per our records, *agency contact name* is the point person in your agency to participate in the process. Please contact us immediately at delegatedauthority@des.wa.gov if this is not correct.

For general questions or concerns, please contact [Lori McCleary](#), Procurement Reform Project Manager, (360) 407-8217 or [Farrell Presnell](#), DES Assistant Director, Contracts & Legal Services Division, (360) 407-8820.

Sincerely,

Chris Liu, Director
Department of Enterprise Services

Attachment: Delegation of Authority Tool/Instructions