

Submit a Sole Source or Emergency Contract to DES

Objective: *Learn how to file sole source and emergency contracts and amendments in the new **Sole Source Contracts Database (SSCD)***



Overview of the Filing Process

- **What is “filing”?**
 - Submitting contract or amendment information to DES for review/approval.
 - Applies only to **sole source** and **emergency** contracts and amendments.
- Personal Service Contracts Database (PSCD) was modified to create the...
Sole Source Contracts Database (SSCD)
 - Available to state agencies/institutions of higher education only, not a publicly viewable database/website



Overview of the Filing Process

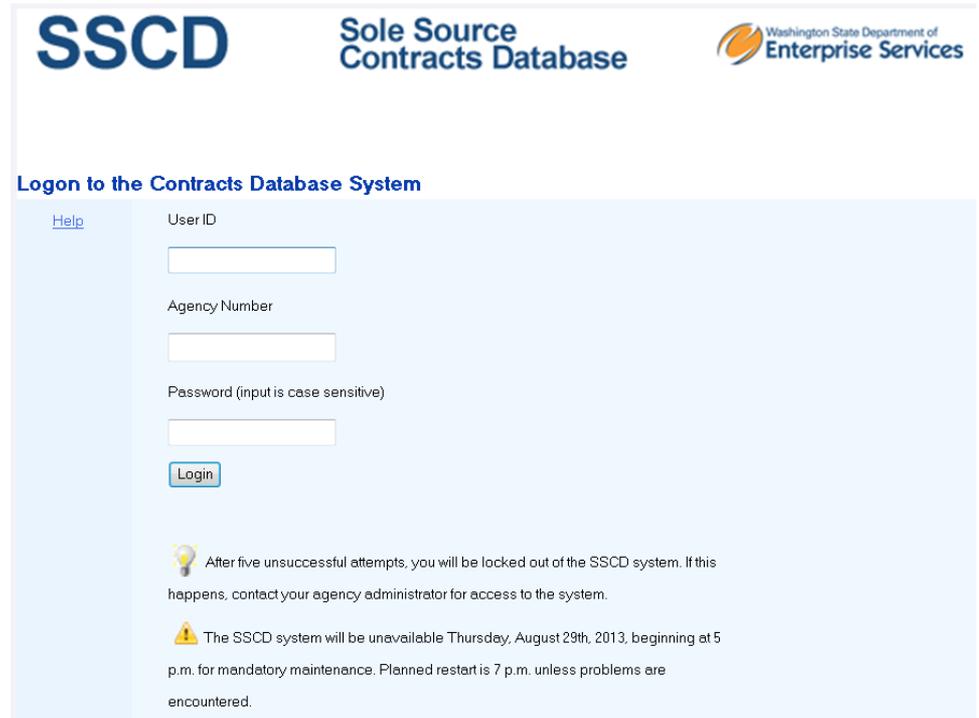
- **What information is needed for filing?**
 - Contractor information
 - Legal name, DBA name, address, TIN or SSN, and UBI
 - Contract/amendment information
 - Type (sole source or emergency), purpose, start/end dates, funding (state, federal or other, and amount) and service description (sub-object code from [SAAM Ch. 75.70](#))
 - Answers to justification questions
 - WEBS posting information
 - Agency website posting information
 - Contract/amendment document in final form, prior to signature



How do I file in SSSCD?

Log in to SSSCD

- Same log-in and password as PSCD
- New to the system?
 - Request User ID and Password from your agency administrator/contracts staff



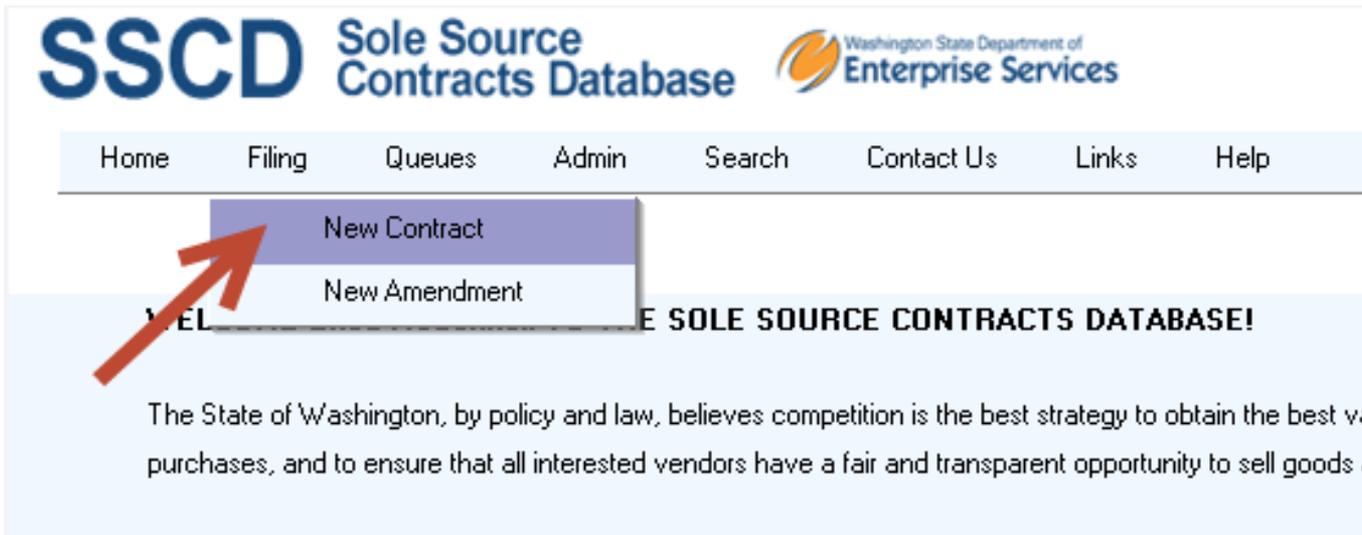
The screenshot shows the login interface for the SSSCD (Sole Source Contracts Database). At the top, there are three logos: 'SSCD' in large blue letters, 'Sole Source Contracts Database' in smaller blue text, and the 'Washington State Department of Enterprise Services' logo. Below the logos, the heading 'Logon to the Contracts Database System' is displayed. A 'Help' link is visible on the left. The main form area contains three input fields: 'User ID', 'Agency Number', and 'Password (input is case sensitive)'. A 'Login' button is positioned below the password field. At the bottom of the form, there are two informational messages: one with a lightbulb icon stating that users will be locked out after five unsuccessful attempts, and another with a warning icon stating that the system will be unavailable for mandatory maintenance on Thursday, August 29th, 2013, starting at 5 p.m.



How do I file a contract?

To file a **NEW CONTRACT**...

1. Click on **Filing**
2. Click on **New Contract**

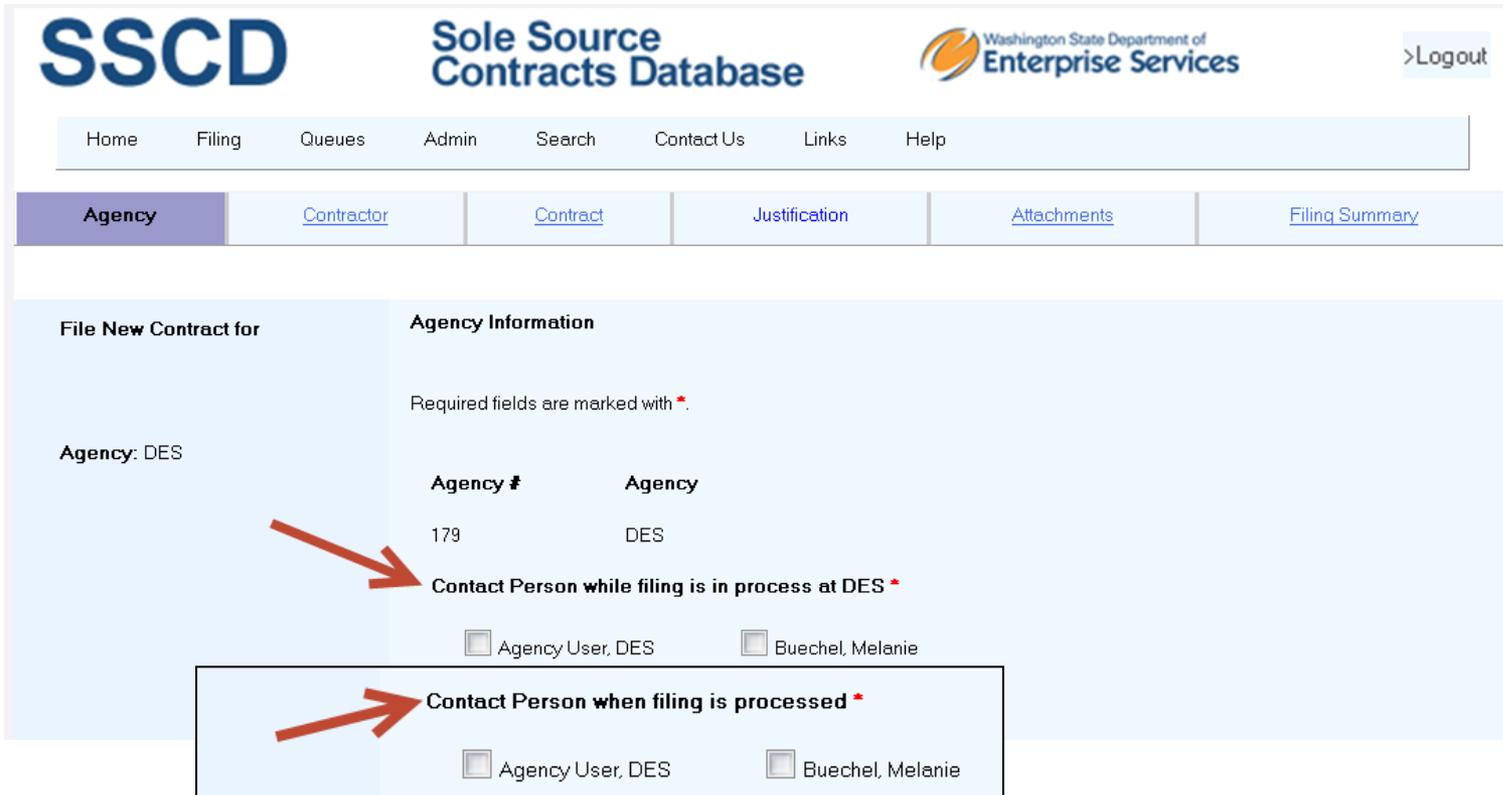


The screenshot shows the SSSCD (Sole Source Contracts Database) website. The header includes the SSSCD logo, the text 'Sole Source Contracts Database', and the Washington State Department of Enterprise Services logo. A navigation menu contains links for Home, Filing, Queues, Admin, Search, Contact Us, Links, and Help. The 'Filing' menu is expanded, showing 'New Contract' and 'New Amendment'. A red arrow points to the 'New Contract' option. Below the navigation menu, the text 'WELCOME TO THE SOLE SOURCE CONTRACTS DATABASE!' is visible, followed by a paragraph: 'The State of Washington, by policy and law, believes competition is the best strategy to obtain the best value purchases, and to ensure that all interested vendors have a fair and transparent opportunity to sell goods and services.'



How do I file a contract?

3. Complete **Agency** page and hit **Save**



The screenshot shows the SSSCD (Sole Source Contracts Database) interface. The top navigation bar includes the SSSCD logo, the text "Sole Source Contracts Database", the Washington State Department of Enterprise Services logo, and a "Logout" button. Below the navigation bar is a menu with options: Home, Filing, Queues, Admin, Search, Contact Us, Links, and Help. The main content area is titled "Agency" and contains a form for filing a new contract. The form is divided into two sections: "File New Contract for" and "Agency Information". The "File New Contract for" section shows "Agency: DES". The "Agency Information" section includes a note: "Required fields are marked with *". Below this, there is a table with two columns: "Agency #" and "Agency". The first row shows "179" and "DES". Below the table, there are two sections for selecting contact persons. The first section is labeled "Contact Person while filing is in process at DES *" and has two checkboxes: "Agency User, DES" and "Buechel, Melanie". The second section is labeled "Contact Person when filing is processed *" and also has two checkboxes: "Agency User, DES" and "Buechel, Melanie". Two red arrows point to the "Contact Person while filing is in process at DES *" label and the "Contact Person when filing is processed *" label. A red box highlights the second section.

Note: Add multiple contacts so multiple staff receive email communications.



How do I file a contract?

4. Conduct a Search to find the Contractor

- Use **asterisks** to conduct a wildcard search

 Agency	Contractor	Contract	Justification	Attachments	Filing Summary
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File New Contract for Filing Number: Not Yet Available Agency: DES Reference Number: 80002 Agency Contract #: Status: 	Contractor Search Required fields are marked with a red *. Search below to verify if the contractor exists in the database.  To search by TIN, you must include 9 numeric characters.  To perform a wildcard search on Legal Name, make sure you use an asterisk (*), ie. jones*, *jones, *jones*. Minimum length to search by is 3 characters. When performing a wildcard search, ensure your search criteria is as unique as possible and use the double wildcard search sparingly, to avoid lengthy delays in system response. Contractor Search By:* <input type="radio"/> TIN <input checked="" type="radio"/> Legal Name Search Criteria:* <input type="text"/> <input type="button" value="Search"/>
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Legend

-  Info Entered In Section
-  Info Required To Submit
-  Saved Filing
-  Submitted Filing
-  File Passed Virus Check



How do I file a contract?

5. Select the Contractor name or Add New Contractor then hit Save

Agency Contractor Contract Justification Attachments Filing Summary

1 records found.

File New Contract for

Search Again...

Filing Number: Not Yet Available

Agency: DES

Reference Number: 80002

Agency Contract #:

Status:

Contractor Search - Results for Legal Name: *Northwest Cadence*

Select a contractor below or Add a New Contractor to the database:

Contractors may have offices/facilities in multiple locations; therefore, more than one address may display for one contractor. Select the contractor with the address applicable to your contract, or add a new address as appropriate.

Contractors and Existing Addresses (UBI)

[Northwest Cadence](#)

1. 105 Central Way, Suite 202 Kirkland, WA USA 98033

[Add New Address...](#)

Add New Contractor

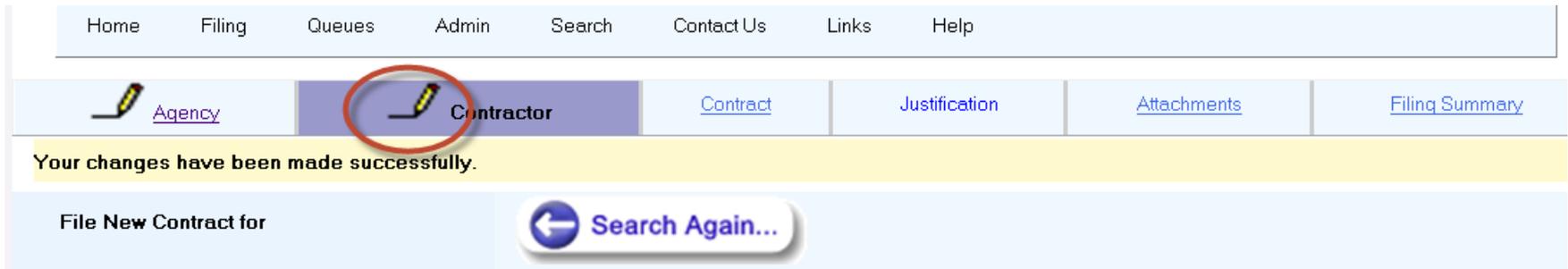
Legend

- Info Entered In Section
- Info Required To Submit
- Saved Filing
- Submitted Filing
- File Passed Virus Check



How do I file a contract?

NOTE: Once complete, each section/page/tab will be marked with a pencil.



The screenshot displays a web application interface. At the top, there is a navigation bar with links: Home, Filing, Queues, Admin, Search, Contact Us, Links, and Help. Below this is a secondary navigation bar with tabs: Agency (with a pencil icon), Contractor (with a pencil icon circled in red), Contract, Justification, Attachments, and Filing Summary. A yellow banner below the tabs reads "Your changes have been made successfully." At the bottom of the interface, there is a button labeled "File New Contract for" and a "Search Again..." button with a left-pointing arrow.



How do I file a contract?

6. Complete the **Contract** page and hit **Save**

- Required fields are marked with *

File New Contract for

Filing Number: Not Yet Available **NEW!**

Agency: DES

Reference Number: 80002

Legal Name: Northwest Cadence

Agency Contract #:

Status:

Contract Information

Prior to submitting this filing, Agency will need to confirm this contract's value falls within their delegated authority. Delegated Authority Policy [#DES-090-00](#)

Required fields are marked with *.

Procurement:*

Sole Source Emergency

The Contract Purpose field is the only field used for a "keyword search" query. Include a thorough description of the type of services being provided.

Contract Purpose:*

Legend

Info Entered In Section

Info Required To Submit

Saved Filing



How do I file a contract?

7. Continue To Filing Justification section

Agency Contractor Contract **Justification** Attachments Filing Summary

File New Contract for

Filing Number: Not Yet Available

Agency: DES

Reference Number: 80002

Legal Name: Northwest Cadence

Agency Contract #:

Status: 

Filing Justification

Select the filing justification section to view or edit

Specific Problem or Need	Sole Source Criteria	Sole Source Posting
Reasonableness of Cost		



How do I file a contract?

- Complete each of the **Filing Justification** sections and be sure to hit **Save Answers** at the end of each section

Your changes have been made successfully.

Currently Viewing

Filing Number: Not Yet Available
Agency: DES
Reference Number: 80002
Legal Name: Northwest Cadence
Agency Contract #: [redacted]
Status: [redacted]

Filing Justification

Select the filing justification section to view or edit		
Specific Problem or Need	Sole Source Criteria	Sole Source Posting
Reasonableness of Cost		



How do I file a contract?

Write compelling & complete justifications!

- Justification templates available (see handouts)
 - Sole source contracts and amendments
 - Emergency contracts and amendments
- Key questions to ask yourself...
 - Do my answers address ALL of the questions?
 - Do my answers provide enough details?
 - Can my answer be understood by someone who knows little about the contract services or my agency?



How do I file a contract?

NOTE: Once you have completed all of the Filing Justification questions, you will see pencils...

Your changes have been made successfully.

Currently Viewing

Filing Number: Not Yet Available
Agency: DES
Reference Number: 80002
Legal Name: Northwest Cadence
Agency Contract #:
Status: 

Filing Justification

Select the filing justification section to view or edit		
Specific Problem or Need 	Sole Source Criteria 	Sole Source Posting 
Reasonableness of Cost 		



How do I file a contract?

9. Attach final contract document on the Attachments screen

Currently Viewing

Filing Number: Not Yet Available
Agency: DES
Reference Number: 80002
Legal Name: Northwest Cadence
Agency Contract #:
Status:

Legend
 Info Entered In Section

Attach Files

Required fields are marked with *.

Attachments are viewable by all agencies and the public. Therefore do not include any confidential materials.

Please note that large files might take a few moments to upload and process. Any files larger than 2MB might not upload successfully due to size and network connectivity.

Select File(s) to Attach with this filing. To locate the file you wish to attach, press the "Browse" button.

NOTE: If the file is too large, you can break it into multiple files.



How do I file a contract?

10. Review information on **Filing Summary** screen

Agency Contractor Contract Justification Attachments **Filing Summary**

Currently Viewing

Filing Number: Not Yet Available
Agency: DES
Reference Number: 80002
Legal Name: Northwest Cadence
Agency Contract #:
Status: 

[Delete Filing](#)

Legend

-  Info Entered In Section
-  Info Required To Submit

Filing Summary

[Printer Friendly Version](#)

Approval - Contract should be filed a minimum of 10 working days prior to the proposed start date of services.

[Contractor Information](#)

Legal Name	Northwest Cadence
DBA	
UBI	
Address	105 Central Way, Suite 202, Kirkland, WA USA 98033

[Contract Information](#)



How do I file a contract?

11. (LAST STEP!) Hit the **Submit** button at the bottom of the **Filing Summary** screen

 Agency	 Contractor	 Contract	 Justification	 Attachments	Filing Summary
--	--	--	--	---	-----------------------

Currently Viewing	Filing Summary
Filing Number: Not Yet Available	Printer Friendly Version
Agency: DES	Approval - Contract should be filed a minimum of 10 working days prior to the proposed start date of services.
Reference Number: 80002	
Legal Name: Northwest Cadence	

NOTE: The Submit button will not show up if data is incomplete.

 By submitting this filing to DES, the Agency certifies the contract's filing amount is within the Agency's delegated authority, as defined in Policy [#DES-090-00](#), Delegated Authority.

 By clicking "Submit" the Agency certifies that this contract is the true and final copy of the agreement between the Parties.





How do I file an amendment?

To file a **NEW AMENDMENT**...

1. Click on **Filing**
2. Click on **New Amendment**
3. Enter **Filing Number** from original contract filing
 - Brings forward original contract information
4. Complete the **Amendment** page and hit **Save**

Amendment	Justification	Attachments	Filing Summary			
File New Amendment for						
Agency: DES						
File Contract Amendment						
Previous Filings related to filing number 41285						
Contractor: Northwest Cadence						
Filing Number	Agency Contract Number	Start Date	End Date	Previous Amount	Amend Value	Total Contract Value
41285-00		12/17/2012	12/31/2012	\$0	\$0	\$10.001



How do I file an amendment?

5. Continue to the **Justification** page
6. Complete each of the **Filing Justification** sections and be sure to hit **Save Answers** at the end of each section
 - Justifications must stand alone
 - Can't rely on information submitted in the original contract justification

[Amendment](#) **Justification** [Attachments](#) [Filing Summary](#)

File New Amendment for

Filing Number: Not Yet Available

Agency: DES

Reference Number: 80003

Legal Name: Northwest Cadence

Agency Contract #:

Filing Justification

Select the filing justification section to view or edit

Specific Problem or Need [Sole Source Criteria](#) [Contract Amendment](#)



How do I file an amendment?

7. Attach final contract document on the **Attachments** screen
8. Review information on **Filing Summary** screen
 - Watch for yellow triangles...  Info Required to Submit
 - The Submit button will not show up if data is incomplete.
9. Hit the **Submit** button at the bottom of the **Filing Summary** screen

NOTE: SSCD can only handle **one amendment per contract at one time!**



What happens after I submit?

- DES reviews the complete filing and all documents
- DES may send **questions** and/or **comments**
 - Questions **must be answered** before DES can process
 - To **respond to the questions**, find the filing in your agency Filing Queue...
 - Be SURE to hit **Submit Answer** after you have saved it!

SSCD Sole Source Contracts Database Washington State Department of Enterprise Services >Logout

Home Filing Queues Admin Search Contact Us Links Help

Filing Queue

WELCOME E

View	79790	11/26/2012		Sierra Systems Inc		\$12,000	
View	79908	11/27/2012		Battelle Seminars & Studies Program	\$25,000		
Edit	73810				\$25,000		



What happens after I submit?

- Once processed by DES, a Filing Number is assigned and the record is saved in SSCD.
- It is the agency's responsibility to **verify that DES approval** has been granted (for sole source contracts/ amendments) **prior to starting work.**
- SSCD provides email notification to the agency contact person when DES completes the review and/or approval.

Filings can be processed quickly when all information is correct, compelling and complete!



Sole Source Contracts Database (SSCD)

- **SSCD help desk:**

(360) 407-8141

des.contracting@des.wa.gov

- **SSCD website:**

INSIDE the statewide intranet:

<http://sscd.des.wa.gov>

OUTSIDE the statewide intranet:

<https://fortress.wa.gov/es/sscd>

