



# Transparency Agency Contract Reporting

***Presented by Melanie Buechel,  
Luisa Diaz, Matt Ackerman,  
and Kris Gorgas  
September 18 , 2013***

# Agency Contract Reporting

## RCW 39.26.210

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### WebEx and class information

#### 2 ways to ask questions...

##### 1. Verbally during the training

- HOWEVER, please remember to **MUTE YOUR PHONE** should you need to chat with co-workers. **PLEASE DO NOT PUT ON "HOLD."**

##### 2. Through the WebEx Chat

- If we don't get to them during the session we will respond through a FAQ's document sent to all participants



# Agency Contract Reporting

## RCW 39.26.210

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### Class Objectives

- Understand the purpose of the Contract Reporting Pilot
- Understand Policy #DES-210-01, Agency Contract Reporting
- Learn how to use the reporting tool and tips for populating the tool
- Learn how to report the information to DES and what DES does with the contract information reported (including WEBI tool for ECMS)
- Understand the roles and responsibilities of individual agencies and DES



# Agency Contract Reporting

## RCW 39.26.210

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- **RCW 36.26.210 (1) - List of agency contracts (eff. 1/1/2013)**
  - Agencies must annually submit to the department a list of all contracts that the agency has entered into or renewed. "Contracts," for the purposes of this section, does not include purchase orders.
  - [DES] must maintain a publicly available list of all contracts entered into by agencies during each fiscal year, except that contracts for the employment of expert witnesses for the purposes of litigation shall not be made publicly available to the extent that information is exempt from disclosure under state law.
  - Except as otherwise exempt, the data must identify the **contracting agency, the contractor, the purpose of the contract, effective dates and periods of performance, the cost of the contract and funding source, any substantive modifications to the contract, and whether the contract was competitively procured or awarded on a sole source basis.**



# Agency Contract Reporting

## RCW 39.26.210

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- **RCW 36.26.210 (1) - List of agency contracts (eff. 1/1/2013)**
  - The legislation is designed to make the procurement process more **transparent**, competitive and efficient.
  - One of the guiding principles of procurement reform: **OPEN GOVERNMENT**
    - **TRANSPARENT** (Free from pretense, readily understood, information that is visible and accessible.)
  - Who cares?
    - **Vendor community**
    - **Legislature**
    - **Other stakeholders**
    - **Public – THE TAXPAYERS!**



# Agency Contract Reporting RCW 39.26.210

## RESULTS WASHINGTON

“Washingtonians expect their tax dollars to be put to the best possible use. That means investing in state services that are the most important to them, providing those services with excellence and then making results easily available to the public.”

### DRAFT OUTCOMES:

TRANSPARENCY AND ACCOUNTABILITY “I know how my money is being spent”		
Transparency	Procurement Reform	Accountability
Increase access to state government data from X to X by 20XX (TBD)	Increase the percentage of contract data available on a central website from zero to 100% by 2015	Increase the number of Results Washington outcome measures and leading indicators improving from X to X by 20XX (TBD)

<http://results.wa.gov/default.aspx>



# Agency Contract Reporting

## RCW 39.26.210

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- What has happened so far?
  - Developed an Excel reporting spreadsheet
  - Partnered with several agencies to test and provide feedback
  - Created a Contract Reporting website
    - <http://www.des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/ContractsTransparency.aspx>
    - Posted Frequently Asked Questions (FAQ) and other information
  - Set up a [ContractReporting@des.wa.gov](mailto:ContractReporting@des.wa.gov) mailbox for collecting data from agencies
  - Created business rules and processes



# Agency Contract Reporting

## RCW 39.26.210

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- Contract Reporting Pilot
  - 20+ agencies have volunteered
  - Pilot reporting period will be will be January 1 through June 30, 2013
    - Those agencies not participating will have to report January 1, 2013 through June 30, 2014 data next year.
  - Pilot goals:
    - Pilot agencies will provide feedback and suggestions
    - Agencies will be able to update systems and databases to include required data





# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Enabling Legislation – RCW 39.26.210
- Purpose:
  - *“To foster transparency related to state processes and agency contracts.”*
  - *“Open government not only relies on the ability to collect data but is dependent on and is fostered by the ease in which this data can be readily accessed by all interested parties.”*



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Contract Reporting General Requirements
  - State agencies must annually submit to DES a list of all contracts that the agency has entered into or renewed in the prior fiscal year.
  - The reporting period is for the fiscal year and should reflect the cost of contract expenditures during the fiscal year (July 1-June 30).
    - Pilot Reporting Period – January 1 – June 30, 2013



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Contract Reporting General Requirements
  - The report must be submitted to DES no later than September 1st of each year.
    - Pilot Reporting due date: October 1
  - The annual list must include all the required data fields for each contract reported.



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- What types of contracts must be reported?
  - All contracts entered into or renewed or amended in the prior fiscal year that has a statement of work **or** exceeds the Direct Buy limit, including:
    - Service contracts
    - Client service contracts
    - Direct buy agreements that include a statement of work
    - Goods and commodity contracts
    - Architectural and Engineering (A & E)
    - Software licenses – including click-through
      - on-screen license agreement that is accepted by the user by clicking a button.
    - Equipment and software maintenance



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- What types of contracts must be reported? (Con't)
  - Revenue contracts
  - Contracts procured from Qualified Master Contracts
    - Only if the procurement results in an agency specific contract that includes a statement of work
      - » Example: Organization Development, Management Consulting, Information Technology Professional Services (ITPS)
    - Qualified Master Contract -
      - » DES Master Contracts; and
      - » Cooperative contracts that conform to all applicable Washington State procurement laws, rules, policies and trade agreements.
  - Optional: Public Works contracts
    - Legislation



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Exemptions from Contract Reporting
  - Purchase orders or field orders
    - **UNLESS THEY CONTAIN A SCOPE OF WORK**
  - Direct buy contracts EXCEPT those that contain a statement of work
  - Expert witness agreements
  - Non-fiscal agreements
    - Examples – Data share, MOU, confidentiality agreement
  - Interagency/Interlocal agreements (RCW 39.34)



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Exemptions from Contract Reporting (Con't)
  - Loan agreements
  - Grant and sub-grant agreements
  - Contracts exempt from disclosure under another state law
  - Contract specifically exempted by the DES director.



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Required Data Fields
  1. Contracting agency
  2. Contractor name
    - as it appears in the contract
  3. Vendor Identifier
    - UBI, TIN or both
    - If none, unique agency identifier
    - Be careful to scrub your reports for SSNs





# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Required Data Fields

4. Purpose of the contract or the goods or services the agency is procuring

5. Effective Dates

- The date the contract becomes effective, not the date the work actually begins

6. Period of Performance

- The time frame in which work is to occur or when the commodity must be delivered



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Required Data Fields

7. Cost of the contract

- Total actual or estimated amount of the contract or amendment.
- Total cost of the commodity including tax and other ancillary costs.

8. Funding Source

- State, Federal, other (to include private grants, etc.)



# Agency Contract Reporting

## RCW 39.26.210

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### Policy #DES-210-01

- Required Data Fields

- 9. Contract modifications

- Substantive amendments
    - Renewals

- 10. Competitively procured or sole source

- Sole source includes:
      - Filed sole source
      - Sole source exempt from filing
      - Emergency and direct buy (if it includes a statement of work)

- 11. Small Business status (optional)



# Agency Contract Reporting

## RCW 39.26.210

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Policy #DES-210-01

How does my agency request and exemption from reporting?

- Agencies may request a reporting exemption for a specific contract or a category of contracts.
  - In writing, addressed to DES director, signed by agency head
  - Must include detailed explanation, why contract(s) needs to be exempt
  - How the requested exemption aligns with the intent of the law



# Agency Contract Reporting

## RCW 39.26.210

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Policy #DES-210-01

- Compliance

- Agencies are expected to submit complete and timely contract reports. The agency's record of compliance will be factored into the agency's risk rating.

**Non-compliance could affect your delegation of authority.**



# Agency Contract Reporting

## RCW 39.26.210

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- Additional Frequently Asked Questions

Q: Will agencies be required to report P-Card transactions?

A: No – the P-Card is simply a method of payment, not a contract type.

Q: Who will answer questions from the public or vendors, etc. regarding data submitted by agencies?

A: Questions will be directed to the agency who submitted the data.



# Agency Contract Reporting

## RCW 39.26.210

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- Additional Frequently Asked Questions

Q: We do not track or are able to pull all the required data fields that we need to report. Do we still need to provide it?

A: Yes. Legislation directed every state agency and institution of higher education to submit a list of all contracts with the elements identified.

\*\*\*This is one of the purposes of the Pilot. It will allow agencies to begin collecting this data for next year's report. Also, it will allow us to recommend possible changes to the legislation.



# Agency Contract Reporting

## RCW 39.26.210

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- Additional Frequently Asked Questions

Q: Will DES scrub or validate data submitted by agencies and higher education entities?

A: No. Agencies are required to review their data prior to submission to ensure integrity.

Q: Do we report the original contract that has an effective date prior to January 1, 2013 but has an amendment effective date after January 1?

A: Yes.

Q: I have contracts that I'm not sure if I have to report?

A: Refer first to your policy. If still unsure, call or email Melanie Buechel (see contact information)





# *Agency Contract Reporting*

## *RCW 39.26.210*

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### Excel Spreadsheet Template

- Agency Contract Reporting
- Field information
- Small Business definition
- Exemptions



# *Agency Contract Reporting*

## *RCW 39.26.210*

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- If your agency uses ECMS as its Contracts System, we have developed a special report to assist you in developing your Agency Contract Reporting.
- At the end of Agency Contract Reporting training we will walk you through using WEBI to pull your contract reporting information.



# Agency Contract Reporting

## RCW 39.26.210

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- Your current contract system may not have all the information required for Contract Reporting.
- Pull the required information that you have available in your system.
- Transfer / copy the information you do have to the Contract Reporting template and manual fill in the remaining.



# Agency Contract Reporting

## RCW 39.26.210

CONTRACT_NUMBER	AMEND_DATE	ENDING_DATE	BEGIN_DATE	CURRENT_END_DATE	CONTRACT_TYPE	PARTY_TWO	DESCRIPTION
2000-pm-001	6/10/2013 0:00	6/30/2013 0:00	6/1/2000 0:00	12/31/2013 0:00	PUR	WFF Facility Services	To provide janitorial and security services for Tacoma Rhodes Center, 949 Market Street, 940 Market Street (Garage), & 950 Broadway Tacoma, WA 98402.
2010-mp-003	3/26/2013 0:00		12/1/2009 0:00	11/24/2014 0:00	PUR	INVERS Mobility Solutions Inc	Purchase Software licenses and Equipment for INVERS COCOS KeyManager and Reservation System.
2011-pm-017	1/31/2013 0:00	1/31/2014 0:00	3/3/2011 0:00	1/31/2014 0:00	PUR	Caracal Enterprises	To provide DES with central communication processor, enterprise database, and transaction processing server system housed and maintained by Ventek, for 9 Automated pay station.



# Agency Contract Reporting

## RCW 39.26.210

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- Agency Contract Number
  - Enter you agency contract number
  - If you are reporting an amendment enter the contract number and amendment number (K1111.1, K1111.2)
- Contractor Name
- Contractor Name DBA (Optional)



# Agency Contract Reporting

## RCW 39.26.210

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- Vendor Identifier – TIN, UBI or other unique identifier
  - Federal Tax Identifier (TIN) XX-XXXXXXX (91-XXXXXXX)
  - Social Security Number (SSN) XXX-XX-XXXX (5XX-XX-XXXX)
  - Unified Business Identifier (UBI) XXX-XXX-XXX (60X-XXX-XXX)



# Agency Contract Reporting

## RCW 39.26.210

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- Please do not list any SSN's in your Agency Contract Reporting
  - If the Vendor uses an SSN as their Vendor Identifier, show their UBI in your Agency Contract Report, if possible.
  - Otherwise leave the Vendor Identifier column blank and select Unique in the TIN, UBI or Unique column.



# Agency Contract Reporting

## RCW 39.26.210

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- If your agency Contract System does not collect Vendor Identifiers:
  - Consider working with your Finance Office to pull the Vendor Identifiers from AFRS Vendor Tables or
  - Look up the Vendor's UBI on the Department of Revenue's UBI Lookup Website  
<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/Default.aspx#brdResults>





# Agency Contract Reporting

## RCW 39.26.210

Lookup business information - Windows Internet Explorer

http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/Default.aspx#brdResults

File Edit View Favorites Tools Help

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Department of Revenue Washington State

Working together to fund Washington's future

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Workshops & education

Get a form or publication

Find a law or rule

DOING BUSINESS > REGISTER MY BUSINESS > LOOKUP BUSINESS INFORMATION

### Lookup business information

If you have questions or would like to update your account information, please [contact us](#).

**Search by**

Business or owner name

Begins with

City (optional)

UBI/Tax Registration Number

Reseller permit number

[Reset](#) | [Help](#) [Search](#)

**More information**

- Consumer Protection
- Contractor, Electrician or Plumber Registration
- Corporation Data Search
- NAICS & SIC Tables
- Reseller Permit Verification Service
- Search Business Licenses
- Tobacco License Search

This database provides public information for businesses registered in Washington State. It is a free service provided for informational purposes only.

Trusted sites | Protected Mode: Off

100%

# Agency Contract Reporting RCW 39.26.210

Lookup business information - Windows Internet Explorer  
http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/Default.aspx

File Edit View Favorites Tools Help

Department of Revenue Washington State "Working together to fund Washington's future"

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DOING BUSINESS > REGISTER MY BUSINESS > LOOKUP BUSINESS INFORMATION

### Lookup business information

If you have questions or would like to update your account information, please [contact us](#).

**Search by**

Business or owner name

Begins with

City (optional)

UBI/Tax Registration Number

Reseller permit number

[Reset](#) | [Help](#) [Search](#)

**More information**

- Consumer Protection
- Contractor, Electrician or Plumber Registration
- Corporation Data Search
- NAICS & SIC Tables
- Reseller Permit Verification Service
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# Agency Contract Reporting RCW 39.26.210

Lookup business information - Windows Internet Explorer

http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/Default.aspx#brdResults

File Edit View Favorites Tools Help

Lookup business information

This database provides public information for businesses registered in Washington State. It is a free service provided for informational purposes only.

RESULTS

Search term: Air Systems

1 to 13 of 13 results

Select a name to see more information.

Name	City	Status
<a href="#">AIR SYSTEMS</a>	EVERETT	Closed
<a href="#">AIR SYSTEMS</a>	ELLENSBURG	Closed
<a href="#">AIR SYSTEMS ENGINEERING INC</a>	TACOMA	Open
<a href="#">AIR SYSTEMS HEATING &amp; AIR CONDITIONING INC</a>	WENATCHEE	Closed
<a href="#">AIR SYSTEMS INC</a>	SEATTLE	Closed
<a href="#">AIR SYSTEMS INC</a>	ELLENSBURG	Closed
<a href="#">AIR SYSTEMS INC</a>	SAN JOSE	Closed
<a href="#">AIR SYSTEMS INC</a>	CHESAPEAKE	Open
<a href="#">AIR SYSTEMS INC (AR)</a>	FORT SMITH	Closed
<a href="#">AIR SYSTEMS LTD</a>	TACOMA	Closed
<a href="#">AIR SYSTEMS NORTHWEST</a>	HILLSBORO	Closed
<a href="#">AIR SYSTEMS NORTHWEST INC</a>	LAKEWOOD	Open
<a href="#">AIR SYSTEMS SALES &amp; RENTALS</a>	LAKE OSWEGO	Open

Previous Next

Jump to Page:  of 1 pages.

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Your Privacy | ©2010 WASHINGTON STATE DEPARTMENT OF REVENUE AND ITS LICENSORS. ALL RIGHTS RESERVED. Voter registration assistance (SECRETARY OF STATE)

Done Trusted sites | Protected Mode: Off 100%



# Agency Contract Reporting RCW 39.26.210

The screenshot shows a web browser window displaying the Washington State Department of Revenue's "Lookup business information" page. The page features a navigation menu on the left, a search bar at the top right, and a central content area with a detailed business record for "AIR SYSTEMS ENGINEERING INC." The record includes tax registration and UBI numbers, account opening and closing dates, mailing address, business location, entity type, and NAICS code. A disclaimer at the bottom of the record states "FOR NON-COMMERCIAL USE ONLY" and provides a timestamp of 09/13/2013 6:13 PM. The footer of the page contains contact information and a language selection menu.

Department of Revenue  
Washington State  
"Working together to fund Washington's future"

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My Account [login](#)  
[eFile](#) [register](#)

Home  
File & pay taxes  
Doing business  
Business types  
Register my business  
My account  
Audits  
Find taxes & rates  
Workshops & education  
Get a form or publication  
Find a law or rule

DOING BUSINESS > REGISTER MY BUSINESS > LOOKUP BUSINESS INFORMATION

### Lookup business information

[Back to search results](#)

If "Non-revenue" appears after Tax Registration Number, the account is not registered with the Department of Revenue. However, it may be registered with other agencies in the state.

#### Washington State Department of Revenue State Business Records Database Detail

TAX REGISTRATION NO :	600099211	ACCOUNT OPENED :	05/07/1973
UBI :	600099211	ACCOUNT CLOSED :	OPEN
ENTITY NAME :	AIR SYSTEMS ENGINEERING INC		
BUSINESS NAME :			
MAILING ADDRESS :	BUSINESS LOCATION :		
3602 S PINE ST	3602 S PINE ST		
TACOMA, WA 98409-5705	TACOMA, WA 98409-5705		
ENTITY TYPE :	CORPORATION		
NAICS CODE :	238220	RESELLER PERMIT NO :	A15 6999 13
NAICS DEFINITION :	PLUMBING, HEATING, AND AIR-CONDITIONING CONTRACTORS (PT)	PERMIT EFFECTIVE :	01/01/2012
		PERMIT EXPIRES :	12/31/2013

FOR NON-COMMERCIAL USE ONLY

09/13/2013 6:13 PM

If you are unable to find the reseller permit you are looking for, try searching by tax registration/UBI number.

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# Agency Contract Reporting

## RCW 39.26.210

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- Purpose of the Contract
  - NIGP Category Codes
  - Sub-Objects
- If the contract is coded to more than one code, select the code that describes the majority of the contract cost.
- If your agency's Contract System does not collect this information
  - Consider working with your Finance Office to determine the sub-object used for payment. Or
  - Look up the sub-objects on the Office of Financial Management's website - SAAM 75.70.20  
<http://www.ofm.wa.gov/policy/75.70.htm>



# *Agency Contract Reporting*

## *RCW 39.26.210*

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- Purpose of the Contract Description (Optional)
- Contract Effective Start Date
- Contract Effective End Date
- Period of Performance Start Date
- Period of Performance End Date



# Agency Contract Reporting

## RCW 39.26.210

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- Contract Amount
  - Federal
  - State
  - Other
- Cost of Contract
- Explanation of Costs (Optional)
  - Example: No Maximum Amount



# Agency Contract Reporting

## RCW 39.26.210

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- Procurement Type
  - Competitive
  - Sole Source
  - Sole Source – Exempt from filing
  - Emergency
  - Direct Buy
  - Revenue
- Small Business Status (Optional)





# Agency Contract Reporting

## RCW 39.26.210

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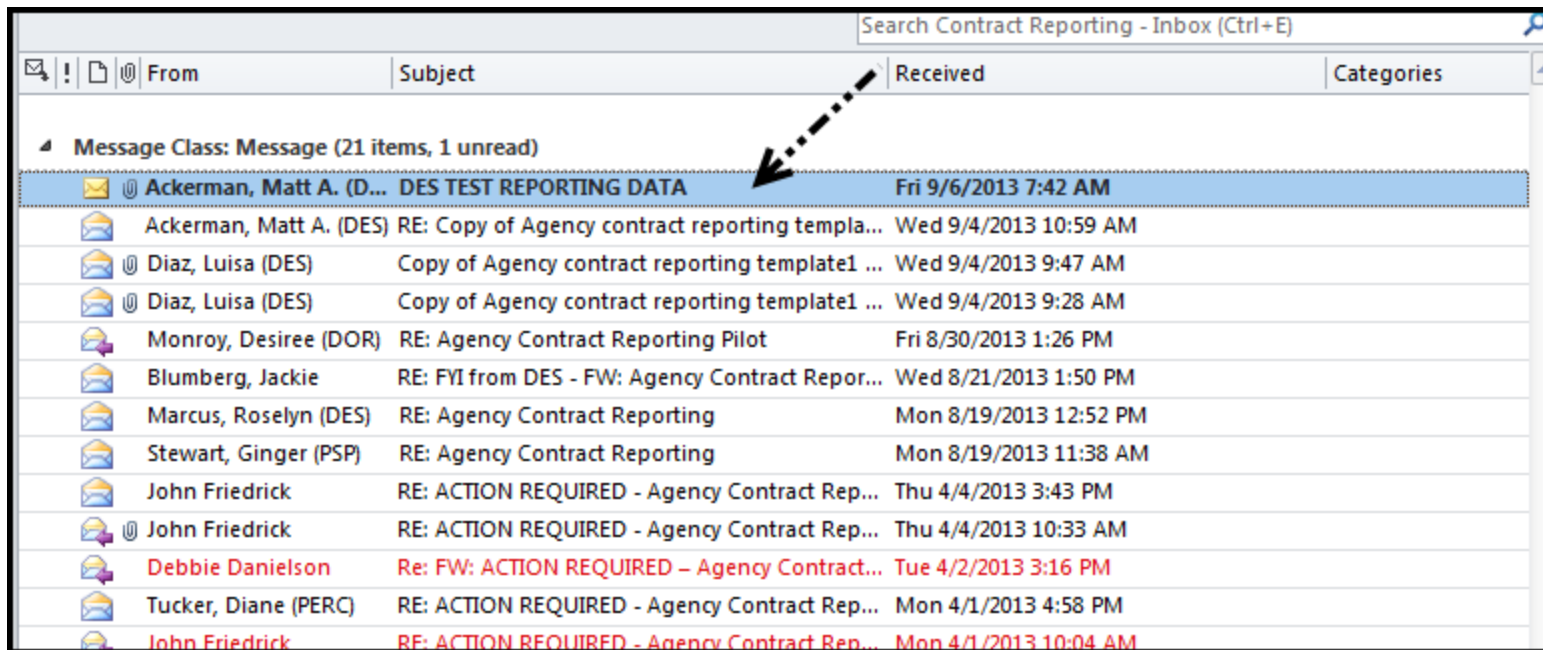
- Revenue Contracts
  - Enter the contract cost as a credit or negative number (-X,XXX.XX)
  - Select “Revenue” for Procurement Type
- Contract Amendments
  - You will need to include the contracts entire history if you have a contract amendment that takes place during the reporting period (January 1, 2013 to June 30, 2013).



# Agency Contract Reporting

## RCW 39.26.210

- Posting Data Collected – Matt  
-Email with completed template received



Search Contract Reporting - Inbox (Ctrl+E)

From	Subject	Received	Categories
Message Class: Message (21 items, 1 unread)			
Ackerman, Matt A. (D...	DES TEST REPORTING DATA	Fri 9/6/2013 7:42 AM	
Ackerman, Matt A. (DES)	RE: Copy of Agency contract reporting templa...	Wed 9/4/2013 10:59 AM	
Diaz, Luisa (DES)	Copy of Agency contract reporting template1 ...	Wed 9/4/2013 9:47 AM	
Diaz, Luisa (DES)	Copy of Agency contract reporting template1 ...	Wed 9/4/2013 9:28 AM	
Monroy, Desiree (DOR)	RE: Agency Contract Reporting Pilot	Fri 8/30/2013 1:26 PM	
Blumberg, Jackie	RE: FYI from DES - FW: Agency Contract Repor...	Wed 8/21/2013 1:50 PM	
Marcus, Roselyn (DES)	RE: Agency Contract Reporting	Mon 8/19/2013 12:52 PM	
Stewart, Ginger (PSP)	RE: Agency Contract Reporting	Mon 8/19/2013 11:38 AM	
John Friedrich	RE: ACTION REQUIRED - Agency Contract Rep...	Thu 4/4/2013 3:43 PM	
John Friedrich	RE: ACTION REQUIRED - Agency Contract Rep...	Thu 4/4/2013 10:33 AM	
Debbie Danielson	Re: FW: ACTION REQUIRED – Agency Contract...	Tue 4/2/2013 3:16 PM	
Tucker, Diane (PERC)	RE: ACTION REQUIRED - Agency Contract Rep...	Mon 4/1/2013 4:58 PM	
John Friedrich	RE: ACTION REQUIRED - Agency Contract Rep...	Mon 4/1/2013 10:04 AM	



# Agency Contract Reporting

## RCW 39.26.210

- Posting Data Collected – Matt
  - Admin opens dataset and launches the “edit utility” to append the new dataset.

Hello, DES ACR CSR Manager | Administration | Home | Help | Access.wa.gov | Geography.wa.gov | Sign out

Find in this Dataset

Edit Manage Filter Export About

Vendor Identifier - TIN, UBI or V/B/A (Optional)

Vendor Identifier - TIN, UBI or V/B/A (Optional)	Vendor Identifier - TIN, UBI or V/B/A (Optional)
RAINING ASSOCIATES	910898013
	911398404
	911603597
	911408310
	911408310
	911408310
	911408310
	911819019
ounseling	8722
	8722
ING	4787
	911339376
LLP	
scape, Inc.	602681104
	421575919
	953252415
	208512903
	600387563
	230334400
	230334400
	130871985
	981078245
	522134617
	390380010
	603285217
	250024052

Upload a new data file whose contents will be added to or replace your current data.

Launch the Append and Replace wizard

Add Column

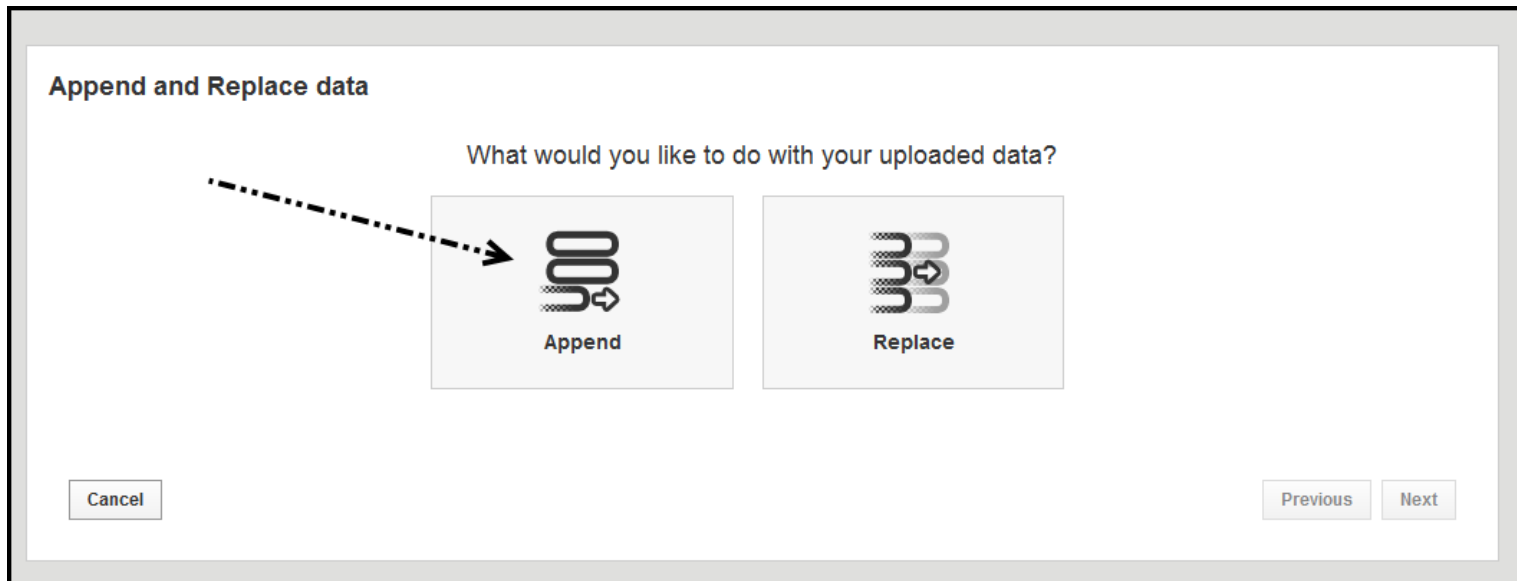


# Agency Contract Reporting

## RCW 39.26.210

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- Posting Data Collected – Matt  
-Admin selects Append option...



# Agency Contract Reporting

## RCW 39.26.210

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- Posting Data Collected – Matt
  - Admin selects the file sent via email and uploads...

Append and Replace data

Please choose a file to import

TEST REPORTING DATA FROM DES.xlsx

Upload a file

Uploading your file...

Supported formats are .csv, .tsv, .xls, and .xlsx.

Cancel

Previous

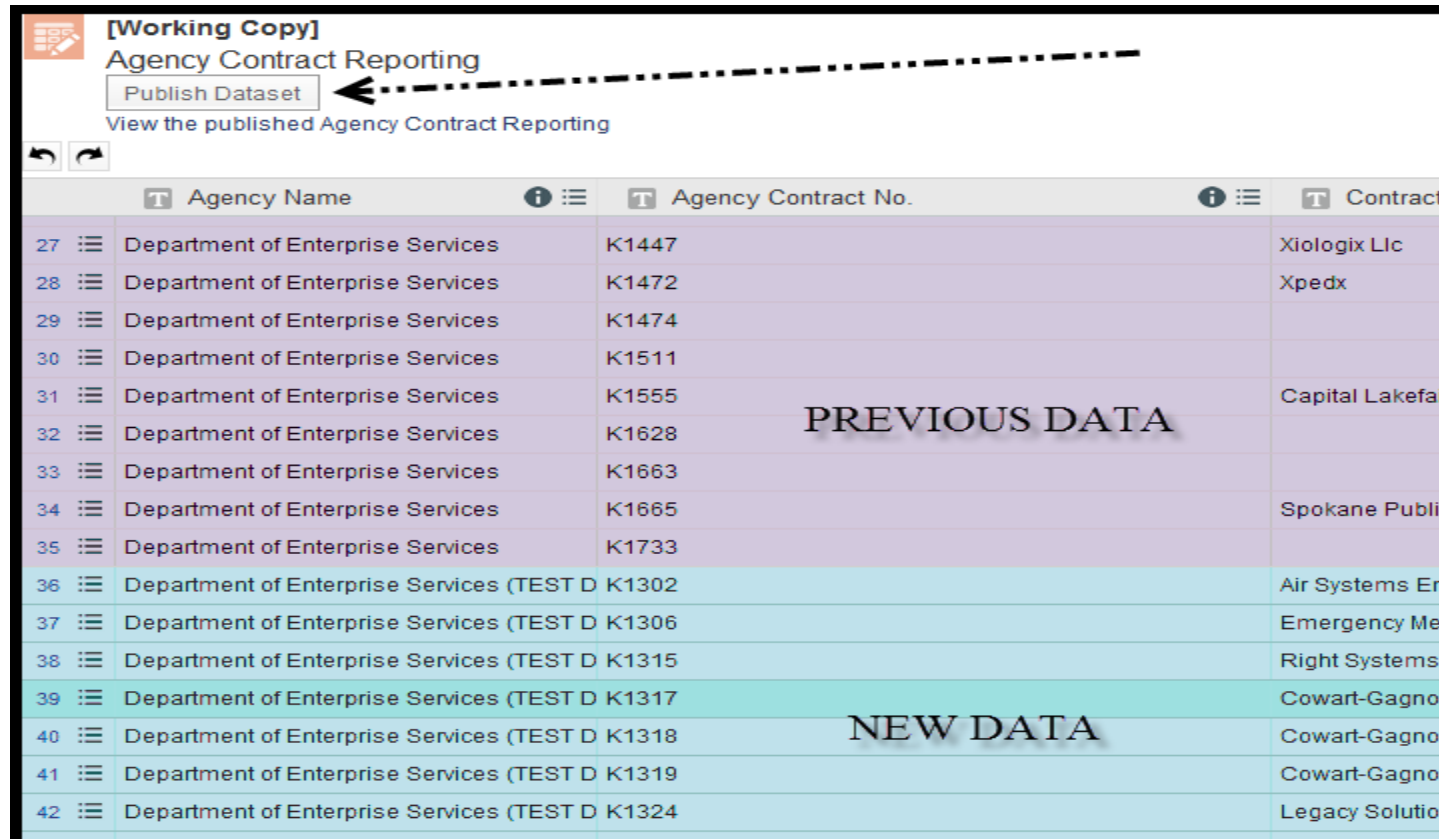
Next



# Agency Contract Reporting

## RCW 39.26.210

- Posting Data Collected – Matt
  - New data is appended
  - Admin publishes the new dataset



[Working Copy]  
Agency Contract Reporting  
Publish Dataset  
View the published Agency Contract Reporting

	Agency Name	Agency Contract No.	Contract
27	Department of Enterprise Services	K1447	Xiologix Llc
28	Department of Enterprise Services	K1472	Xpedx
29	Department of Enterprise Services	K1474	
30	Department of Enterprise Services	K1511	
31	Department of Enterprise Services	K1555	Capital Lakefai
32	Department of Enterprise Services	K1628	
33	Department of Enterprise Services	K1663	
34	Department of Enterprise Services	K1665	Spokane Public
35	Department of Enterprise Services	K1733	
36	Department of Enterprise Services (TEST D	K1302	Air Systems En
37	Department of Enterprise Services (TEST D	K1306	Emergency Me
38	Department of Enterprise Services (TEST D	K1315	Right Systems
39	Department of Enterprise Services (TEST D	K1317	Cowart-Gagnor
40	Department of Enterprise Services (TEST D	K1318	Cowart-Gagnor
41	Department of Enterprise Services (TEST D	K1319	Cowart-Gagnor
42	Department of Enterprise Services (TEST D	K1324	Legacy Solution



# Questions

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**Policy Questions: Melanie Buechel**

360-407-8156

[Melanie.Buechel@des.wa.gov](mailto:Melanie.Buechel@des.wa.gov)

**Reporting Questions: Matt Ackerman**

360-407-9395

[ContractReporting@des.wa.gov](mailto:ContractReporting@des.wa.gov)

**Spreadsheet Questions:**

Luisa Diaz – 360-407-8114

[Luisa.diaz@des.wa.gov](mailto:Luisa.diaz@des.wa.gov)

Kris Gorgas – 360-407-9255

[Kris.gorgas@des.wa.gov](mailto:Kris.gorgas@des.wa.gov)

**Visit the Agency Contract Reporting Website at**

<http://www.des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/ContractsTransparency.aspx>



# *Wrap Up and Final Thoughts*

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This is a pilot. Sharing of data gathering techniques, tips and tricks, etc. will be of great value to us all.

Your feedback and suggestions will be invaluable as we move forward. You are helping to determine and develop the final reporting process for next year!





# ECMS

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- Run Web Intelligence (WEBI) Report
- Look over contract information
- Make an necessary changes to contracts in ECMS
- Re-run WEBI Report
- Copy over to Agency Contract Reporting template.



# ECMS

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- If you use Temporary or Provisional Vendor Numbers in ECMS the WEBI will not pull Vendor Identifier information.
  - If possible, update Vendor Number in ECMS to SWV Vendor Number.
  - Otherwise, you will need to manually enter the Vendor Identifier.



# ECMS

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- Log into Enterprise Reporting Services

<https://reporting.des.wa.gov/BOE/BI/custom.jsp>

