

## 2015 Agency Contract Report

It is time again to start thinking about your annual [Agency Contracts Report](#). Here is a summary of what is changed since 2014 and what you need to do this year.

### **Policy**

Based on what was learned from working with you on the 2014 reports [Policy # DES 210-01](#) has been updated:

- The Contract Reporting Purpose statement was simplified
- Contract Reporting General Requirements reporting period sub (2) was simplified to only state the fiscal year reporting period and remove additional language about 'cost of contract expenditures' which caused confusion
- Required Data Fields was streamlined by removing the 'Vendor Identifier' requirement

If you would like to compare the old policy to the current, the previous policy is embedded at the bottom of the current policy.

### **Reporting Spreadsheet**

One minor change has been made to the spreadsheet used for contract reporting in 2015. Procurement Type (Competitive or Non-Competitive) is a drop-down menu in column P of the sheet.

The seventh option in the drop-down menu is new this year: Competitive Solicitation – Exceptions.

This change was made because some agencies have specific exceptions to the competitive solicitations requirements and with those exceptions come reporting requirements. In the first year of reporting it was discovered the reporting was duplicative. This change streamlines it.

### **ECMS**

The Enterprise Contract Management System (ECMS) has been updated to reflect this change as well. Under the 'Detail' tab, 'Competition/amendment method(s)', an additional selection to the multiple choice options called 'Competitive Solicitation – Exceptions' has been added. This may be beneficial for the 21 agencies that use ECMS.

### **What to do to report this year**

Reports are due no later than September 1, 2015.

Go to the [Agency Contract Reporting](#) webpage and download the [Agency Contract Reporting Template](#) under *Forms and Other Resources*. A training presentation, FAQ and other resources are also available there for your assistance.

### **Contact**

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