

2016 Agency Contracts Report

It is time again to start thinking about your annual [Agency Contracts Report](#). Here is a summary of what has changed since 2015 and what you need to do this year.

What to report

All contracts with an effective date on or after July 1, 2015 to June 30, 2016, as well as all current contracts that have been amended with an amendment effective date on or after July 1, 2015 to June 30, 2016, must be reported to DES by September 1, 2016.

When reporting an amendment that has an effective date on or after July 1, 2015 to June 30, 2016, the original contract and any previous amendments must also be reported so that a total contract “package” is available to the public. Each year, a new report is posted for public viewing.

For information regarding what contracts are exempt from reporting, please refer to [DES Policy 210-01](#).

Reporting Spreadsheet

There is a new requirement when submitting the spreadsheet used for contract reporting in 2016. The fields for Federal Amount, State Amount, Other Amount and Cost of Contract need to be submitted as positive figures when the agency is the payee. It is understood that some amendments may result in negative figures, which would of course be acceptable, but most amounts in this column should be reflected as a positive number.

This requirement was implemented because data.wa.gov allows users to sort, sum and manipulate data. This will ensure that users have consistent and user-friendly information.

If you have a system download for this report please consult with your Information Technology Department about this change.

What to do to report this year

Reports are due no later than September 1, 2016.

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

Jessica Cole, (360) 407-8990
contractreporting@des.wa.gov
