

Technology Purchasing Services Frequently Asked Questions

Effective **January 1, 2014***, Department of Enterprise Services' technology purchasing services will change. Please read the [memo to state agencies](#) for details.

Q: When does the change take effect?

A: After Dec. 1, 2013, agencies will make all of their own technology purchases from master contracts (where available), or by following the direct buy or delegated authority policies. For single purchases not on a master contract and/or outside of your delegated authority, contact Enterprise Services' master contracts and consulting staff for assistance.

Q: Will DES still work with me to figure out what technology solution I need?

A: Enterprise Services will still provide technology consulting services to agencies, upon request.

Q: How should I pay for this?

A: You can use your agency's purchasing card or a purchase order. Basically, you should use the same avenues you would for other purchases.

Q: Will I be charged to simply ask DES for advice or a list of vendors?

A: No. This is part of the consulting service DES offers.

Q: Are the vendors aware that they can deal with us directly?

A: Yes and the amended contracts will refer to this specifically after November 1st. However, the policies around technology purchasing are internal to state agencies, not with the vendors. Therefore, vendors should be more than willing to deal with you directly.

Q: What procedures need to be followed for purchasing?

A: You should follow your own agency's internal purchasing processes in addition to:

- 1) Office of Chief Information Officer (OCIO) standards found at
 - <http://ofm.wa.gov/ocio/policies/default.asp>
- 2) Procurement rules found at:
 - <http://des.wa.gov/about/pi/ProcurementReform/Pages/Policies.aspx>
 - [State procurement rules](#).

Q: Why is this change being made?

A: This change reflects Washington's procurement reform law chapter 39.26 RCW, which took effect January 1, 2013. The goal of this law is to make the procurement process more transparent, competitive and efficient. Also, allowing agencies to work directly with vendors on these low-cost purchases saves time and makes the communication easier. And DES is still available to help with decisions if you have questions, ensuring our involvement in the process adds value to your agency and the state.

Visit the statewide master contract list for contract details.

If you have questions, please contact the DES Customer Relations Team at (360) 407-2200 or customerrelations@des.wa.gov.

**This information does not apply to agencies that have direct IT service support contracts with the Enterprise Services.*