

To: Agency CIO and CFO

From: Lynne McGuire and Dawn Tatman

Date: March 4, 2013

Subject: DES Technology Purchasing Services Changes

Beginning May 1, 2013, DES technology purchasing services will change for your organization.\* These changes allow the state to operate more efficiently, while ensuring Enterprise Services' involvement in the process adds maximum value to your agency and the state of Washington.

What stays the same	What will change
<ul style="list-style-type: none"> <li>• DES can provide technology consulting services to organizations.</li> <li>• DES will continue to purchase from Master Contracts such as Microsoft, Novell and Adobe software on behalf of organizations regardless of order total.</li> <li>• DES will purchase workstations, desktops, monitors, laptops, and servers on behalf of organizations.</li> <li>• DES will only make technology purchases for organizations when the order total is \$1,000 or more.</li> <li>• DES will continue to charge a transaction fee of 1 percent per order.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations will make technology purchases such as software not on master contract, mice, keyboards, printers, cameras, memory cards, surge protectors and other consumable IT-related items, if the order is less than \$1,000. The organization will deal directly with vendors.</li> <li>• All purchased hardware and software will be drop-shipped from the vendor directly to the purchasing agency.</li> <li>• All organizations will be responsible to receive, tag, track and surplus their purchased technology assets.</li> </ul>

We encourage you to purchase directly from vendors on the [statewide master contract list](#). If for some reason your organization does not have the ability to do so, we will work with you on a case-by-case basis.

We are confident these changes make sense for all of us. If you have questions, please contact the Enterprise Services Solutions Center at (360) 407-9100 or [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov).

\*This information does not apply to organizations that have a DES support agreement in place.