

# TRANSPARENCY AGENCY CONTRACTS REPORT

07 14 2021

Contracts and Procurement  
Business Operations Team

# OBJECTIVES

- Understand contract reporting requirements under law & policy
- Understand what to report and how to report
- Learn how to use the reporting spreadsheet tool

# WHY DO AGENCIES HAVE TO REPORT?

Procurement Reform passed in January 2013 to help foster transparency in state contracting by requiring DES to publish a publicly available list of contracts.

To meet this requirement, all state agencies and higher education institutions must annually submit a list of their contracts to DES. The requirements are stated in the RCW and are further detailed in the DES Policy which DES was required to write to implement the law.

**Requirements in the Law** [RCW 39.26.210](#)  
**Details in DES Policy** [DES Policy 210-01](#)

# WHAT DO AGENCIES HAVE TO REPORT?

DES Policy states: "State agencies must annually submit to the Department of Enterprise Services (DES) a list of all contracts that were active at any point during the reporting period."

"Contract" means an agreement for goods, commodities, information technology goods and services, personal services, purchased services and client services, as well as software licenses, click thru agreements and equipment maintenance."

When in doubt, include the contract.

# WHAT CONTRACTS ARE EXEMPT?

Remember, when in doubt, report. However, the law and policy exempt the following from reporting:

- Purchase Orders or Field Orders
- Direct Buy Contracts that do not Include a Statement of Work
- Expert Witness Agreements
- Public Works Contracts
- Loan Agreements
- Contracts Exempt From Disclosure Under Another State Law
- Contracts Specifically Exempt by the DES Director

Prior to the policy update in 2021, Interagency, Interlocal, non-financial, grants, and sub-grant agreements were exempt. These agreement must be included in reports.

# WHAT DO DATA ELEMENTS DO AGENCIES REPORT?

Agency contract staff must collect the following data elements from their contract management systems:

- Contracting Agency
- Contractor Name
- Purpose of the Contract
- Effective Dates
- Period of Performance
- Contract Cost
- Funding Source
- Contract Modifications
- Procurement Method
- Non-Financial Contract Yes/No (Optional for 2021)
- Contractor Diversity Status (Optional for 2021)

The non-financial column is optional for the 2021 report, but will be required in 2022 going forward.

# HOW DO AGENCIES REPORT?

- Agency staff collect the contract data from their systems and records
- ECMS users can use a pre-built query tool to pull their data
- Download the template: Agency Contract Reporting Template
- Save as "Your Agency" Contract Report "Year" ex: DESContractReport2021.xlsx
- Copy/Paste contract data into template
- Review data before submission (DES will not scrub data on behalf of agencies)
- Submit your report by following this link and uploading your file
- A confirmation email will be sent to you from contractreporting@des.wa.gov.

# WHEN ARE REPORTS DUE?

Reports are due October 31, 2021.



# REPORTING TIP 1

## **What if we do not assign contract numbers?**

Develop a simple numbering approach in your spreadsheet. For example, [Acronym]-0001; then let Excel fill the series for you

# REPORTING TIP 2

## **How to use the NIGP Codes or Sub-Object Codes for the Contract Purpose**

- If your system has contract types, you can use Excel formulas to automate this field
- If your contracts are uniform or routinely similar types, group the rows in Excel by those types, and insert the appropriate value in batches for each type
- Ask your IT department or an advanced Excel user for assistance

# REPORTING TIP 3

## **How to figure the Cost of the contract**

- If contracts have a stated Maximum Consideration, use that amount
- If contracts are Fee For Service with no maximum, record these contracts as \$0.00 and provide an explanation of "Fee for Service" or "No Maximum Amount"

# THANK YOU



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