Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Information Technology Contracts Reporting

Business Operations Team

Contracts & Procurement Division

JULY 2023

AGENDA

- Introductions
- Training session info
- Due Sept. 1 and timeline
- IT contract reporting overview
- Communication update

AGENDA CONTINUED

- Spend data provided by Aug. 4
- Reporting period July 1, 2022- June 30, 2023
- Template review
- Web page resources
- Questions

TRAINING SESSION INFO

- Separate trainings for IT and agency contract reporting
- Training is being recorded and will be posted on the webpage
- This PPT is posted on our webpage
- Hold questions until the end, or use the chat
- Replaced the term “master” with “statewide” contracts

INTRODUCTIONS

- Business Operations Team:
  - Manager – Alisha Ghanie
  - Management Analysts: Kayla Rodriguez, Katie Holder, Todd Stewart, Keegan Barnes, and Nicole Johnson
- Enterprise Procurement Policy:
  - Contracts Staff Consultant – Zoë Mroz

DUE DATE AND TIMELINE

Sept. 1

Agency reports are due to DES

Sept. 4-15

Business Operations compiles and analyzes data and writes legislative report

Sept. 18-29

DES leadership reviews legislative report

Oct. 2-27

OFM reviews legislative report

Oct. 31

DES submits report to legislature

IT CONTRACT REPORTING

The IT Contracts Report is required by a proviso in section 148(4) 2021-23 Supplemental Operating Budget. The proviso requires DES to receive, compile, and submit all state agency IT contracts each year to the legislative fiscal committees.

To meet this requirement, all state agencies and higher education institutions must annually submit a list of their IT contracts to DES.

An IT Contract is a contract for a good and/or service that falls under one of the IT Towers or meets the definition of IT under RCW 43.105.020 sections 6 thru 9.

IT CONTRACT REPORTING

Agency's reports must be accepted by September 1 in order to be included in the Oct. 31 legislative submission. Late reports will not be accepted.

We cannot accept reports that contain errors. To ensure your report is accepted by the deadline, please submit it (2 days) before Sept. 1.

Your agency will receive an email notification when we've accepted your report.

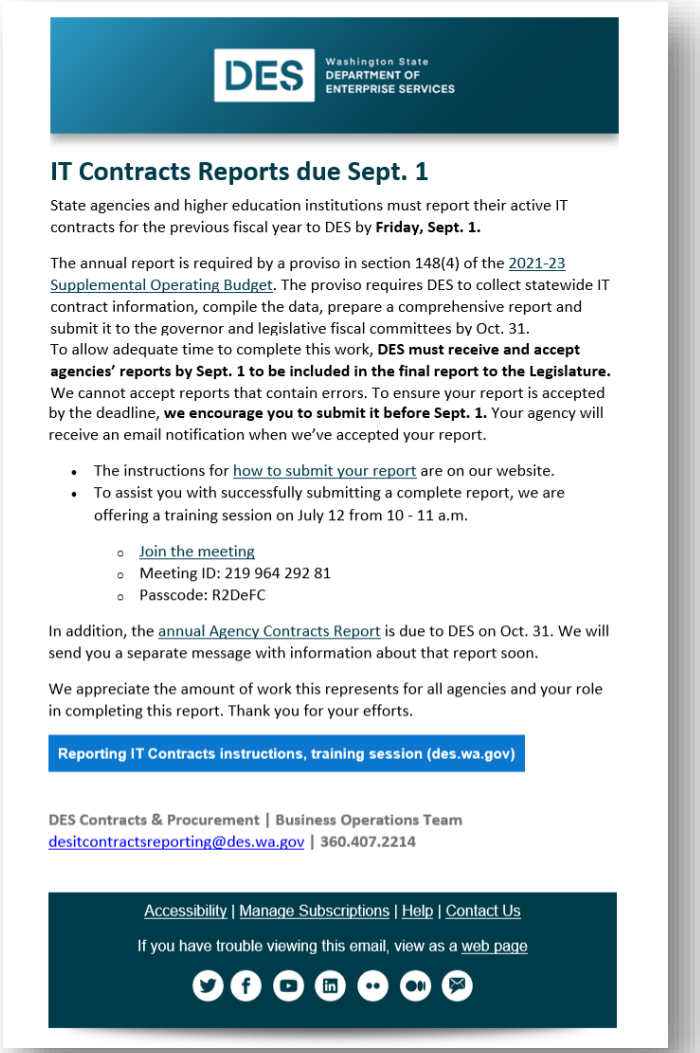
COMMUNICATION UPDATE

This year, general communications from our team will be sent via GovDelivery.

Communications:

- June 15 – First bulletin
- July 5 – Second bulletin
- July 10 – Training reminder
- August – Weekly reminders (5 total)

With GovDelivery, everyone on our recipient list will receive the reminders, whether their report has been accepted or not.



DES Washington State DEPARTMENT OF ENTERPRISE SERVICES

IT Contracts Reports due Sept. 1

State agencies and higher education institutions must report their active IT contracts for the previous fiscal year to DES by **Friday, Sept. 1.**

The annual report is required by a proviso in section 148(4) of the 2021-23 Supplemental Operating Budget. The proviso requires DES to collect statewide IT contract information, compile the data, prepare a comprehensive report and submit it to the governor and legislative fiscal committees by Oct. 31.
To allow adequate time to complete this work, **DES must receive and accept agencies' reports by Sept. 1 to be included in the final report to the Legislature.** We cannot accept reports that contain errors. To ensure your report is accepted by the deadline, **we encourage you to submit it before Sept. 1.** Your agency will receive an email notification when we've accepted your report.

- The instructions for how to submit your report are on our website.
- To assist you with successfully submitting a complete report, we are offering a training session on July 12 from 10 - 11 a.m.
  - Join the meeting
  - Meeting ID: 219 964 292 81
  - Passcode: R2DeFC

In addition, the annual Agency Contracts Report is due to DES on Oct. 31. We will send you a separate message with information about that report soon.

We appreciate the amount of work this represents for all agencies and your role in completing this report. Thank you for your efforts.

Reporting IT Contracts instructions, training session (des.wa.gov)

DES Contracts & Procurement | Business Operations Team
desitcontractsreporting@des.wa.gov | 360.407.2214

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IT STATEWIDE CONTRACT DATA

DES will post spend data on the IT web page for statewide IT contracts by Aug. 4.

We wait to post the data at the beginning of August because April, May, and June sales are not due from vendors until July 31.

Each agency must confirm the spend data is correct and submit the sales along with the remainder of their report.

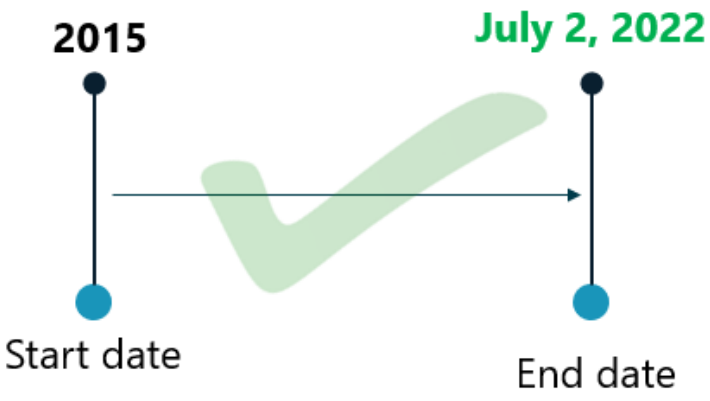
You can refer to the data set on data.wa.gov to utilize spend and tower data from your previous report.

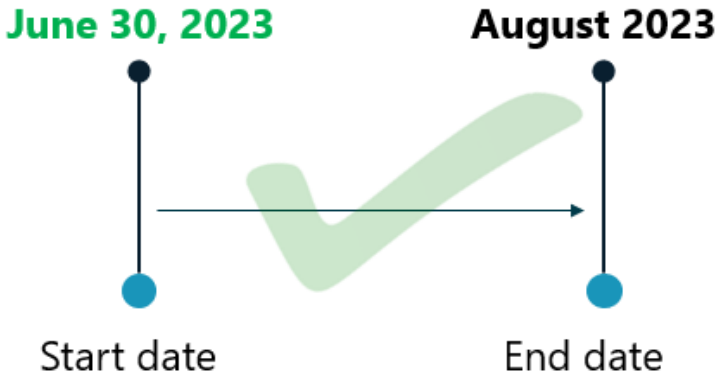
REPORTING PERIOD

The proviso requires agencies to provide a snapshot of their active IT contracts as of June 30 of the reporting year and any contract that was active as of July 1 of the previous reporting year.

This means any IT contract that was active during fiscal year 2023 (July 1, 2022 – June 30, 2023) must be included in the 2023 report.

REPORTING PERIOD





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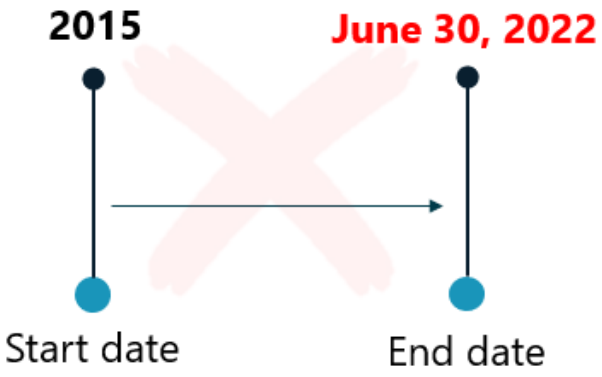

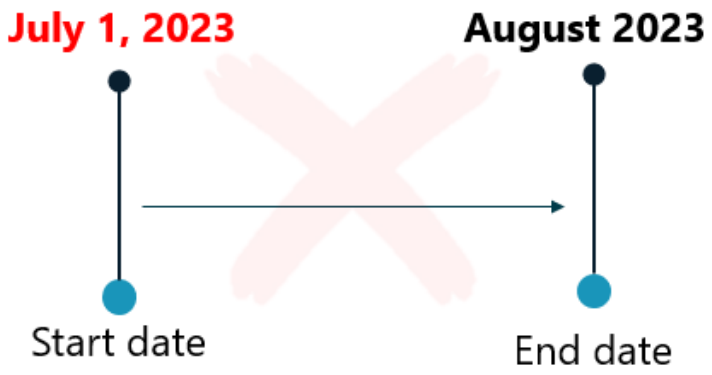

TEMPLATE REVIEW

- Agency Number/Name: Use the drop-down menu to select your entity from the drop-down list, then you can use copy and paste to fill in the remainder of rows for the Agency Number and Name column.
- Contract Number: A list of statewide contract numbers with start and end dates are provided on the Statewide Contracts tab of the template. When a statewide contract number is keyed in the following fields will auto fill:
    - Cooperative Purchase (column E)
    - Cooperative Type – If applicable (column F)
    - Purchased through statewide contract? (column G)
    - Start date and end date (columns H and L)
    - Fiscal Year Start and End (columns K and O)
    - IT Towers (columns Q-AB)

TEMPLATE REVIEW

- Contractor Name: Search the Contractor Names tab of the template to ensure the correct contractor's name is being used. The cell will highlight orange if the contractor's name does not match or does not appear on the Contractor Names tab of the template. If a new contractor is being added, the field will remain orange.
- Contract Amounts: The required FY contract amount columns will highlight orange. Amount reported outside the term will highlight red and will need correction or an explanation.
    - Fill in the “Explanation of Contract Amount” column for active fiscal years that are zero, blank, or outside of the contract term.
    - Estimate the spend for future fiscal years.

WEB PAGE RESOURCES

The below resources are on the IT contract reporting web page under Reporting Process:

- IT contracts reporting template
- IT contracts reporting guide
- IT web intelligence extraction instructions (for ECMS users)
- A link to submit your completed report

KUDOS

Last year, 91% of agencies completed the reporting requirement by the Sept. 1 deadline!

QUESTIONS?

desitcontractsreporting@des.wa.gov

360-407-2214

IT contract reporting