

The state or municipality shall adopt policies, informed by CPARB Prompt Pay Best Practices (Link to published report), most current CPARB adopted version, to facilitate prompt payment for public works contracts including progress payment(link to published) and resolution of cost of change work (link to published report) that enable payment to be made for work completed per the timelines outlined in RCW 39.04.440. Policies shall be posted to the agency website and incorporated into the terms and conditions of all public works contracts.

The objectives of the policies should represent the responsibility of public agencies to be good stewards of public funds while demonstrating a commitment to efficiency and effectiveness to ensure all contractors and vendors are promptly paid.

Policies shall include transparency in the approval and payment process the public agency will adhere to, and ~~may include, but not be limited to, the following:~~~~may include the following:~~

- a) Policies to address progress payments, changed work, retention and closeout, or other pay impacting contract activities;
- b) Defined and readily available roles and responsibilities of agency staff;
- c) Policies that promote fair and equal treatment of contractors, all tiers of subcontractors, and vendors;
- d) Efficient and appropriate delegated authority structure;
- e) Equitable dispute resolution procedures;
- f) Regular policy reviews and staff training;
- g) Internal processes to ensure accountability governance;
- h) Voluntary interest payments should late payments and or approvals occur;
- i) Communication protocols between the public agency and the contracting community.

State and municipalities shall ~~ensure~~require by contract that all contractors tiers commit to contractual requirements to adheringe to policies adopted by the agency.