

Enterprise Services Procedure No. [PRO-DES-210-01](#)

Reporting Agency Contracts

Applies to: Agencies reporting goods and services contracts, in accordance with DES revised Policy #[POL-DES-210-01](#).

Effective date: April 26, 2021

Last update: N/A

Sunset review: 5 years from effective date

Approved by:  Chris Liu, Director

Related Policy No: [POL-DES-210-01](#)

Related FAQ: [Reporting Agency Contracts Frequently Asked Questions](#)

Summary of Tasks

Action By	Action
Agency Staff	<ol style="list-style-type: none">1. Collects a list of all contracts and amendments that were active between July 1 and June 30 for the reporting year.2. Compiles data into the Agency Contract Reporting Template.3. Verifies required reporting fields for each contract are complete (see POL-DES-210-01), and that all data is entered correctly.4. Saves the completed and verified template as "Your Agency" Contract Report "Fiscal Year": Example: DESContractReport2015.xls5. Submits the report to the Department of Enterprise Services (DES) here.
DES Staff	<ol style="list-style-type: none">6. Receives report from Agency Staff.7. Collects and combines contract reports into a publicly available report of all Agency contracts.

History

Adopted

April 26, 2021