[Date]

**To:** Rebecca Linville, Interim Director of Contracts and Procurements

Department of Enterprise Services

**From:**

**SUBJECT:** Request for Authorization to Create a Convenience Contract – [Good/Service]

[Agency] is requesting approval from DES to establish a convenience contract to support this effort. See RCW 39.26.070 (“*a convenience contract “is a contract for goods and services, or both, that is solicited and established in accordance with the procurement law and rules for use by a specified group of agencies”*). These contracts will be for [specify list of agencies].

**Background**

1. **What is the purpose, scope, and specific nature of this request?**

[Description]

1. **What is the projected dollar value of the request (please indicate value per agency), including analysis that determined the cost estimate?**

[Description]

1. **Has each agency confirmed that it has sufficient delegated authority for the purchase(s)? If not, has a request for additional delegated authority been submitted?**

[Description]

1. **Did the agency research existing and pending DES statewide contracts?**

[Description]

1. **How might the state/ agencies benefit should the request be approved?**

[Description]

1. **What are the risks should the request be denied?**

[Description]

1. **Does the agency possess the necessary experience and expertise to conduct the procurement and/or to manage the contract? If so, explain.**

[Description]

1. **What measures have been established to ensure that all applicable procurement requirements, including Supplier Diversity, will be met?**

[Description]

1. **If using a vendor pool, explain the contract terms, including the selection criteria identifying how the agency will choose vendors or spread the work among the multiple vendors on contract (i.e., rotating basis, etc.).**

[Description]

Thank you for considering our request. We look forward to hearing your decision.

Please let me know if you have any questions.

[Contact information]

cc: [optional agency/DES staff to include]