Procurement of
Goods and Services Training
Program
and
Contract Reporting

Customer Advisory Group
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Washington State Department of
Enterprise Services

TRAINING PROGRAM

January 1, 2013

Chapter 39.26.110 RCW – Training

DES must provide either **training or certification programs**, or both, to ensure consistency in procurement practices for employees authorized to perform procurement functions.

This applies to the procurement of both goods and services.

TRAINING PROGRAM

Implementation Timelines and Requirements:

July 1, 2013 – Agencies must require employees responsible for developing, executing, or managing procurements or contracts to complete DES-approved training.

July 1, 2015 – No agency employee may execute or manage contracts unless they have met DES training requirements.

TRAINING PROGRAM

❑Certification Program

✓Washington Basic Certification

- For all employees who procure goods or services

✓ Washington Advanced Certification

- IT procurements

- Complex and/or high risk procurements

✓ Trainer Certification

TRAINING PROGRAM

❑Certificate Programs

   ✓Small Acquisition

   ✓Contract Management

   ✓Executive Management

❑ Assessment and Grandfathering Process

❑ Training for Auditors, Financial Staff, others

   ✓ Parking lot for now

TRAINING PROGRAM

❑ Training Advisory Group

- Advises DES on training needs and content
  - o Initial recommendations for training development and implementation.
- Representatives from multiple agencies:

DES	ESD	DOR
DOC	DEL	WSDOT
HCA	TESC	LNI
SAO	UW	SOUND TRANSIT
AGR	EWU	GREEN RIVER CC
DFW	DSHS	

TRAINING PROGRAM

- November 2013 – Public Knowledge hired to assist with the development and implementation of the training program.

- Key strategy – training will be rolled out on a phased approach to ensure success

- Goal is to provide training at no cost to participants – funding provided through rates or other method

TRAINING PROGRAM

Key Deliverables

Deliverable	Due Date
Step 1 – Project Planning	
Project Plan	1/2/2014
Communication and Marketing Plan	1/2/2014
Step 2 – Training Requirements	
Training Gap Analysis	2/21/2014
Training Requirements and Draft Training Plan	2/21/2014
Draft Curriculum Development and Implementation Plan	2/21/2014

TRAINING PROGRAM

Key Deliverables

Deliverable	Due Date
Step 3 – Training Plan	
Logistics Plan	3/1/2014
Evaluation Plan	3/1/2014
Final Training Plan	3/31/2014
Step 4 – Curriculum Design & Development	
Final Curriculum Development & Implementation Plan	4/30/2014
Step 5 – Training Implementation	
Up to 40 hours of training	July 1, 2014

TRAINING PROGRAM

- Successful implementation dependent on agency stakeholder involvement
  - TAG and other stakeholder groups
  - Focus Groups
  - Statewide surveys
  - Agency interviews
  - Current training conducted by agencies
  - Agency quality assurance
  - Certified trainers

TRAINING PROGRAM

- Resourcing strategies
  - DES SMEs
  - Agency SMEs
    - Will be seeking agency assistance and cooperation providing qualified trainers
  - Possible contracted trainers
  - DES Statewide Training team will manage the program through the Learning Management System and possible Higher Ed LMS systems

TRAINING PROGRAM

- Training Audience
  - ❑ Will be seeking estimated numbers from agencies
    - ✓ Anyone who procures goods or services (large or small)
    - ✓ Contract Managers
    - ✓ Executive Management
    - ✓ Agency Trainers

TRAINING PROGRAM

- Examples of activities to date:
  - 12/5/2013 – Initial Kick-off with PK, DES and TAG
  - 12/2013 – Visioning session (PK/TAG)
  - 1/2/2014 – Draft Project Management Plan (PMP) submitted for review
  - 1/2014 – Began requirements gathering from DES Training team
  - 1/30/2013 – Focus group (DEL, HCA, OSPI, DSHS DES MCC to review training subject matter)
  - 1/31/2014 – Revised PMP submitted
  - 2/7 – 2/11/2014 – Focus Group – Training Requirements Validation
  - 2/13/2013 – Meet with TAG to discuss PMP and next steps

TRAINING PROGRAM

- Communication Plan
  - Training Website
  - List Serves
  - Deputy Directors
    (via presentations by Farrell Presnell, Asst. Director and Lynn McGuire, Deputy Director)
  - Presentations to stakeholder groups

Questions???

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Contract Reporting

Why do I have to report???

- HB 2452 (2011-12) The legislation was designed to make the procurement process more transparent, competitive and efficient.

- Guiding principle of Procurement Reform:
  – OPEN GOVERNMENT

- Who cares?
  – Vendor community
  – Legislature
  – Other stakeholders
  – **The public – TAXPAYERS!**

RESULTS WASHINGTON

"Washingtonians expect their tax dollars to be put to the best possible use. That means investing in state services that are the most important to them, providing those services with excellence and then making results easily available to the public."

GOAL #5: TRANSPARENCY AND ACCOUNTABILITY "I know how my money is being spent"		
Transparency	**Procurement Reform**	Accountability
Increase access to state government data from X to X by 20XX (TBD)	**Increase the percentage of contract data available on a central website from zero to 100% by 2015**	Increase the number of Results Washington outcome measures and leading indicators improving from X to X by 20XX (TBD)

http://results.wa.gov/default.aspx

AGENCY CONTRACT REPORTING (RCW 39.26.210)

All state agencies and higher education institutions are required under [RCW 39.26.210 (1) (effective 1/1/2013)](#) to annually submit a list of all contracts entered into or renewed during the previous fiscal year.

- **All contracts, except contracts exempted from disclosure, must be submitted to Department of Enterprise Services (DES) no later than September 1st of each year**
- **DES must maintain a publicly available list of all contracts entered into by agencies during each fiscal year**

Policy #DES-210-01
Agency Contract Reporting

- Enabling Legislation – RCW 39.26.210

- Purpose:

  - *"To foster transparency related to state processes and agency contracts."*

  - *"Open government not only relies on the ability to collect data but is dependent on and is fostered by the ease in which this data can be readily accessed by all interested parties."*

WHAT DATA DO I HAVE TO REPORT?

- Contracting agency
- Contractor legal name
- Contract purpose
- Effective dates and period of performance
- Value of the contract
- Funding source(s)
- Substantive modifications, if any
- How the contract was procured

COMPLIANCE

- Compliance
  - Agencies are expected to submit complete and timely contract reports. The agency's record of compliance will be factored into the agency's risk rating.

Non-compliance could affect your delegation of authority.

WHAT HAS HAPPENED SO FAR?

- **Developed a policy – DES-210-01**

- **Created business rules and developed an Excel reporting template**

- **Partnered with several agencies to test and refine the Excel Reporting template**

- **Conducted a pilot with several agencies to test the process and tool and provide feedback**

- **Created the Agency Contract Reporting web site**
  - ✓ **Posted policy, FAQ's, Excel template, training documentation**

- **Set up ContractReporting@des.wa.gov mailbox**

2013 Contract Reporting Pilot

- **20+ agencies volunteered**
- **Conducted two training sessions**
- **Reporting period: Due date October 1, 2013**
  - **January 1 – June 30, 2013**
- **DES collected the data and posted it to https://data.wa.gov/**
- **Pilot Goals:**
  - **Receive feedback and suggestions from pilot agencies**
  - **Refine and improve the reporting tools and process**

2013 Contract Reporting Pilot

Examples of what pilot agencies have reported so far:

- **Data issues**

- **Excel reporting tool issues**

- **For ECMS agencies – WEBI tool issues**

- **Agency databases**

- **Contract universe**

What's next?

- **Pilot Opt-In Opportunities**
  - **March and June 2014**

- **Agencies not participating in the pilot or opt-ins are required to report by September 1, 2014 for the time period of January 1, 2013 – June 30, 2014**

- **A request has been submitted to improve the data extract report from Enterprise Contract Management System(ECMS). This request will be prioritized against all other DES work.**

Pilot Participants

Agency	Status
Ecology	Will report 1st opt-in
GOV	Will report 1st opt-in
OFM	Will report 1st opt-in
DES	Reported
DOC	Reported
DSHS	Reported
Military Department	Reported
Commerce	Reported
Recreation and Conservation Funding Board	Reported
DOH	Reported
OSPI	Reported

Pilot Participants

Agency	Status
DEL	Reported
Puget Sound Partnership	Reported
Economic and Revenue Forecast Council	Opted out
Olympic CC	Reported
AGR	Reported
State Investment Board	Reported
LNI	Reported
State Accountancy Board	No contracts to report
Beer Commission	Opted out
WSDOT	Opted out
Arts Commission	Will report in opt-in

Pilot Participants

Agency	Status
Bellingham Technical CC	Will report in 2nd opt-in
WA State Historical Society	Reported
University of Washington	Reported

Opt-ins:

First Opt-in – 10+ agencies have volunteered

Second Opt-in – 5+ agencies have volunteered

CAG Questions

- **Other questions:**
  - ➢ **Do any agencies have a completely automated process for completing the report template?**
    - ➢ **Yes – DSHS**
  - ➢ **Is a demonstration available of how the final report will be displayed to the public?**
    - ➢ **Yes – https://data.wa.gov/**
  - ➢ **Is every agency expected to submit a single, consolidated report?**
    - ➢ **Yes**
  - ➢ **Have any agencies requested an exemption from reporting?**
    - ➢ **No**

Questions?

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Reporting Questions
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Visit the Agency Contract Reporting Website at

http://www.des.wa.gov/services/ContractingPurchasing/PoliciesTraining/Pages/ContractsTransparency.aspx