**Enterprise Services Procedure No. PRO-DES-210-01**

Agency Contract Reporting Procedure

**Applies to**: Any state office or activity of the executive branch of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016 and correctional and other types of institutions in accordance with DES revised Policy #POL-DES-210-01.

**Effective date**: TBD

**Last update**:N/A

**Sunset review**:{*5 years from effective date*}

# REPORTING GOODS AND SERVICES CONTRACT

| **Action By** | **Action** |
| --- | --- |
| Agency Staff | 1. Collects a list of all contracts and amendments that were in effect between July 1 and June 30 for the reporting year from Agency systems and records.
2. Compiles data into the [Agency Contract Reporting Template](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/AgencyKReporting/AgencyContractReportingTemplate.xlsx).
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|  | **Required Data Fields:**1. Contracting Agency: The name of the state agency that is a party to the contract.
2. Contractor name: The name of the contractor as it appears in the contract document, who is the party to the contract.
3. Purpose of the contract: The subject matter of the contract; the goods or services that the agency is procuring. The field will provide a list of categories with the ability to include an expanded description. If the contract includes multiple categories of goods and services, choose the category which accounts for the highest amount of expenditure.
4. Effective dates: The date the contract becomes effective, not when work actually began. The ending date will be the date upon which no further work may be conducted under the contract or the date the contract term ends or expires.
5. Period of Performance: The time frame in which the work is to occur or when the commodity must be delivered. The period of performance should always begin on or after the contract effective date and end on or prior to the contract expiration date.
6. Cost of the contract: Total actual or estimated contract cost. The cost of a contract may differ depending on the contract type. For a commodity contract, the cost of the contract is the cost of the commodity purchased, excluding taxes. If the contract is a services contract, the cost is either the estimated cost of the services, the not to exceed cost listed in the contract or the actual amount paid under the contract.
7. Explanation of Costs (optional): The agency has the option to include whether the contract amount is the estimated cost, not to exceed cost, or the actual amount paid for each contract.
8. Funding source: The funding source is the category of funds used for the contract. The funding source is either state funds, federal funds or private grant funds. For contracts that have more than one funding source, the agency will report the most dominant funding source.
9. Contract Modifications: Contract modifications are substantive changes made to an original contract. A substantive change is one that modifies the cost, scope or period of performance of the original contract.
10. Procurement Type: A contract is awarded by either a competitive process or a noncompetitive process. Noncompetitive processes include qualified master contracts, authorized convenience contracts, approved sole source contracts, contracts that are exempt from sole source filing requirements, emergency contracts, and direct buy contracts. A competitive process is one where more than one vendor is provided the opportunity to compete for the contract award.
	* “Qualified master contracts” means:
		1. DES Master Contracts; and
		2. DES approved cooperative contracts that conform to all applicable Washington State procurement laws, rules, policies and trade agreements.
11. Small Business Status: The Contractor’s status as a small business as identified in the Washington Electronic Business Solution (WEBS) system.
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|  | **Agencies are not required to report:**1. Purchase orders or Field orders.
2. Direct Buy purchases that do not include a statement of work.
	* “Statement of Work” (SOW) refers to the part of a contract that defines deliverables in addition to contract performance terms that the contractor is expected to meet. Those performance terms may be percentages of target outcomes, or payment points tied to milestones, or incentives for exceeding expectations, or anything that sets the rules for the project once the key stakeholders formally agree to its content.
3. Expert witness agreements.
4. Public works contracts (although agencies are encouraged to do so).
5. Loan agreements.
6. Contracts exempt from disclosure under another state law.
7. Contracts specifically exempted by the DES director.
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| Agency Staff | 1. Saves the completed template as “Your Agency" Contract Report “Year”.
	1. Example: DESContractReport2015.xls
2. Submits the report [here](https://wades.app.box.com/upload-widget/preview?folderID=49695041242&title=Submit%20File%20to%20DES%20Contract%20Reporting%20Inbox&isDescriptionFieldShown=1&isEmailRequired=1&width=385&height=420&token=95c8bxmjaqmbogeeoqvzu4cmk3xnnc3b), no later than September 1st of each year.
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History

Adopted

TBD

## Replaces

N/A