



Nov. 21, 2012

Procurement Reform implementation update

The method for policy review has been further developed to follow the steps below. We are presently cycling through the draft policy recommendations using steps 1 through 4 for the following procurement reform topics: Delegation of purchasing and contracting authority (interim pending agency procurement and contracting risk assessment), Sole source contracts, Emergency contracts, Direct Buy Purchases, Protest and complaint, and Transparency.

Procurement Reform Policy Development Steps

- **From Draft Policy Recommendation (Input from all)**
 - **To Draft Policy (Input limited to work groups and advisory committee)**
 - **To Policy**
1. Enterprise Services Contracts and Legal Services Division managers are meeting weekly to draft policy recommendations for the director's approval, using research information and workgroup input.
 2. The policy recommendation will be posted on the Procurement Reform [website](#) and the Procurement Reform SharePoint site, which is used by the workgroups and Advisory Committee members.
 3. An email notice of the policy recommendation will go out to Procurement Reform workgroup and advisory committee members, the group of people who have been reviewing the recommendations of the workgroups, and everyone who is listed on the Procurement Reform email distribution list. You can sign up to be on this list at the project website.
 4. Draft policy recommendation input should be submitted to the Procurement Reform electronic mailbox at: DESProcurementReform@des.wa.gov. The input will be used in the development of the final policies.
 5. Policy recommendation input will be reviewed by Enterprise Services Contracts and Legal Division Managers to create draft policy and best practices documents for each topic.
 6. Draft policy and best practices documents will be posted to the Procurement Reform share point site under a new URL that will only allow procurement reform work group members and advisory committee members to access for further input using share point wiki features.
 7. Draft policy input will be reviewed by Enterprise Services Contracts and Legal Division Managers to create final policy and best practices documents for each topic.
 8. Final policy and best practices documents will be posted to the procurement reform website and incorporated into the procurement reform share point site in the form of an online manual.

Website update

The Procurement Reform [website](#) has been updated this month with a new documents link to the draft policy recommendations. A work group recommendations web page has also been created to host prior work done by the procurement reform work groups.

Policy Sequence

In order to meet the January 1, 2013 deadline for the implementation of procurement reform, certain replacement policies have been identified that must be put in place prior to that date. The replacement policies will be addressed in the order listed below:

1. Delegation of purchasing and contracting authority - interim pending agency procurement and contracting risk assessment (posted to procurement reform website)
2. Sole source contracts (posted to procurement reform website)
3. Emergency contracts – new filing requirements (posted to procurement reform website)

4. Direct buy purchases (posted to procurement reform website)
5. Protest and complaint (posted to procurement reform website)
6. Transparency

Risk Assessment Project

The Procurement Reform Advisory Committee introduced the concept of a risk assessment to procurement reform delegation and oversight, as an alternative to a rules-based approach. A pilot project has been approved involving small, medium and large agencies, two four-year higher education institutions and a community college to develop and implement a risk-based approach to contract delegation authority and oversight. The following are the planned project activities:

- November 2012 – Recruit pilot agencies
- November 28, 2012 – Pilot kick off meeting

Next Steps

- Enterprise Services publishes the procurement reform policy recommendations
- Enterprise Services publishes a full schedule of replacement policies
- Enterprise Services finalizes and publishes the draft rules for vendor debarment
- Enterprise Services publishes definition of a procurement professional
- Enterprise Services publishes template for the request for additional or unlimited delegated authority for agency specific or unique commodities and services
- Enterprise Services publishes simplified risk questionnaire for state agencies

For more information

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