



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
1500 Jefferson Street SE, Olympia, WA 98501

[Date]

[Address]
[Address]
[Address]
[Address]

Subject: FY 2020 Procurement Risk Assessment Process

Dear [Agency Head]:

This letter announces the commencement of the next round of the Department of Enterprise Services (DES) granting of General Delegation of Authority to Washington State Agencies for the purchase of goods and services. DES is authorized to grant this authority provided it is based on a Procurement Risk Assessment process. DES uses a Risk Assessment Tool/Checklist (Tool) to determine delegated authority for each agency, including specific restrictions on dollar amounts and/or specific types of goods and services. Agencies completed earlier versions of the Tool in 2014 and 2016.

Risk Assessment Improvements

DES has made improvements to the risk assessment process based on agency feedback, which should reduce the time it takes agencies to fill out their assessments as well as help avoid processing delays.

New Checklist: Low risk agencies will no longer be required to complete the full assessment Tool; instead, they are asked to complete a streamlined risk assessment Checklist. Your agency is one of 57 agencies that will use the checklist, which should take less time to complete. Checklists also take less time for DES to process.

Note that if risks are surfaced through completing the Checklist, an Agency may need to provide additional information to better evaluate the Agency's procurement risk management practices. In certain circumstances, it may become necessary for an Agency to complete the Tool (or a relevant portion of it).

Your Checklist

A current version of the Checklist – an Excel Spreadsheet – is attached with instructions. Please return the completed Checklist to DES at DelegatedAuthority@des.wa.gov and send a copy to chris.liu@des.wa.gov. Please retain the originals for your records.

[Agency Head]

[Date]

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Approximate dates for completion of the Delegation of Authority process for your agency are as follows:

Risk Assessment Checklist provided to agency: [Date]

Completed Checklist returned to DES: [Date]

Delegation of Authority provided to agency: [Date]

Thank you

DES would like to take a moment to thank the dozens of agencies that have assisted in improving the Tool and creating the Checklist, and making it more user-friendly and streamlined.

Contact

If you have any questions about the risk assessment process, or about how to complete the Checklist, please contact the DES Procurement Risk Assessment Administrator Drew Zavatsky, (360) 407-7915, drew.zavatsky@des.wa.gov.

Sincerely,

Chris Liu
Director

cc:

Attachment: FY 2020 Procurement Risk Assessment Checklist