



Transparency Agency Contract Reporting

Agency Contract Reporting

Objectives

- Understand contract reporting requirements under law & policy
- Understand what to report and how to report
- Learn how to use the reporting spreadsheet tool



Agency Contract Reporting

Why do agencies have to report?

Procurement Reform passed in January of 2013 is fostering transparency in state contracting by requiring that DES publish a publicly available list of contracts. To accomplish that, all state agencies and higher education institutions must annually submit a list of their contracts to DES. The requirements are stated in the law, and further detailed in policy that DES was required to write to implement the law.

- **Requirements in the Law** [RCW 39.26.210](#)
- **Details in DES Policy** [DES Policy 210-01](#)



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What do agencies have to report?

DES Policy states: *“The report must include any contract executed during the reporting period that has a statement of work or exceeds the Direct Buy limit.”*

“Contract” means an agreement for goods, commodities, information technology goods and services, personal services, purchased services and client services, as well as software licenses, click thru agreements and equipment maintenance.”

When in doubt, include the contract.



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What Contracts Are Exempt?

Remember, when in doubt, report. However, the law and policy exempt the following from reporting:

- Purchase orders or Field orders
- Direct Buy contracts (except when they include statements of work)
- Expert witness agreements
- Public works contracts (although agencies are encouraged to do so)
- Non fiscal agreements
- Interlocal and Interagency agreements
- Grant and sub-grant agreements
- Loan agreements
- Contracts exempt from disclosure under another state law
- Contracts specifically exempted by the DES director



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What Data Elements Do Agencies Report?

Agency contract staff must collect the following data elements from their contract management systems:

- Contracting Agency
- Contractor Name
- Purpose of the Contract
- Effective Dates
- Period of Performance
- Contract Cost
- Funding Source
- Contract Modifications
- Procurement Method
- Small Business Status (Optional)



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How Do Agencies Report?

Do the following steps:

1. Agency staff collect the contract data from their systems and records (ECMS users can use a [pre-built query tool](#) to pull their data)
2. Download the template: [Agency Contract Reporting Template](#)
3. Save as Agency Contract Report ex: DES Contract Report 2015.xls
4. Copy/Paste contract data into template
5. Review data before submission (DES will not scrub data on behalf of agencies)
6. Email completed spreadsheet to: contractreporting@des.wa.gov



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Reporting Tips

What do we do if we have no contract numbers?

Develop a simple numbering approach in your spreadsheet. For example, [Acronym]-0001; then let Excel fill the series for you



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Reporting Tips

How to use the NIGP Codes, or Sub-Object Codes for the Contract Purpose.

If your system has contract types, you could use Excel formulas to automate this field.

If your contracts are uniform or routinely similar types, group the rows in Excel by those types, and insert the appropriate value in batches for each type.

- Ask your IT department or an advanced Excel user for assistance.



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Reporting Tips

How to figure the Cost of the contract.

If contracts have a stated Maximum Consideration, use that amount.

If contracts are Fee For Service with no maximum, record these contracts as \$0.00 and provide an explanation of “Fee for Service” or “No Maximum Amount.”



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Resources

[Contract Reporting Web Page](#) – See the Forms and Other Resources tab for:

- The [Reporting Template](#)
- An [FAQ](#) with answers to many questions we have been asked
- [WEBI instructions](#) for ECMS users

Contact Information

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