



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Reporting Agency Contracts

Business Operations Team
Contracts and Procurement Division

JULY 2024

AGENDA

- Introductions
- Reporting agency contracts
- Reporting period
- Due date (Oct. 31)
- What to report/What not to report
- Diversity status

AGENDA CONTINUED

- Template review (new procurement types)
- [Web page](#) resources
- Q&A Sessions

INTRODUCTIONS

- Business Operations Team:
 - Manager – Alisha Ghanie
 - Management Analysts: Kayla Rodriguez, Katie Holder, Todd Stewart, Keegan Barnes, and Nicole Johnson
- Enterprise Procurement Policy:
 - Contracts Staff Consultant – Zoë Mroz

REPORTING AGENCY CONTRACTS

- Goods and Services Procurement law [RCW 39.26](#) fosters transparency by maintaining a publicly available list of contracts and procurement efforts.
- An integral part of this reform is the requirement under [RCW 39.26.210](#) for all state agencies and higher education institutions to submit an annual report of their contracts to the Department Enterprise Services (DES).

REPORTING PERIOD

- The reporting period is fiscal year 2024 (July 1, 2023 – June 30, 2024).
- All contracts and amendments active during the reporting period should be reported.

DUE DATE

- Due October 31
- DES posts to data.wa.gov
- OMWBE will use data from the agency contracts report to fulfill a reporting requirement in [RCW 39.19.060](#). This RCW requires OMWBE to collect and report data to the Legislature. Please submit your report on time to be included in this report.

WHAT TO REPORT

- All goods and services contracts, including the original contract and any amendments, active from July 1, 2023 - June 30, 2024.
 - Interlocal and interagency agreements, including agreements with other states
 - Non-fiscal agreements
 - Click-through agreements (such as software license agreements)
 - Memoranda of Understanding (MOU)
 - Convenience contracts
 - Task orders
 - Sole source contracts
 - Grants

WHAT NOT TO REPORT

- State purchase orders
- Employment contracts with staff
- Real estate leases
- Direct buys that do not contain a statement of work
- Purchase card transactions

GRANTS

Grants and sub-grant agreements including federal grants may be reportable

- Grants that result in the purchase of goods and services should be reported
- Revenue-only grants should not be reported
- Case-by-case; consult with the DES Policy Team
 - DESmiEnterpriseProcurementPolicy@des.wa.gov

DIVERSITY STATUS

- **Minority/Woman Owned:** WEBS connects with OMWBE's certification system nightly and automatically updates the contractor's status in WEBS.
- **Small Business:** Each year contractors re-attest their small business status by logging in to WEBS.
- **Veteran Owned:** Contractors can request certification through DVA. Once certified, DVA has a special WEBS login where they can mark which contractor accounts are DVA certified.

TEMPLATE REVIEW

- **Agency Number/Agency Name** - use drop down to select your agency.
- **Agency Contract Amendment Number** Contract numbers in column C should be reported as contract number – amendment number, for example K6424-1.
 - If no amendment, key in agency contract number again in this field. This will allow for a distinct count of contract and amendments.
- **Contractor Name** – Use drop down to search or Webs data on the Diversity full tab of template.
 - Columns T, U and V will autofill for contractor names that are on the Diversity Full tab of the template.

Agency Contract No.	Agency Contract Amendment No.
K6424	K6424-1
K6424	K6424-2
K6424	K6424-3
K6604	K6604
K6605	K6605
K6611	K6611

TEMPLATE REVIEW

- **Procurement Type** - use drop down to select procurement type.
 - **NEW:** There are two new procurement types this year – **convenience contract** and **sole source – exempt**.
 - “Convenience contract” means a contract for goods and/or services established by a specific group of agencies to utilize a single contractor or a pool of multiple contractors. All convenience contracts must be approved by DES, see the new [Convenience Contract Policy](#).
 - “Sole source – exempt” means a contract that is exempt from the sole source requirements per section (5) of the DES Sole Source Policy (there are a total of 17 listed exemptions), see the [DES Sole Source Policy](#) for more information.

TEMPLATE REVIEW

- **Minority/Woman Owned, Small Business, Veteran** - will auto fill based on Diversity Full tab of template, if not on Diversity Full tab, then please use drop down options.
 - For ECMS users, the Web Intelligence report contains contractor names and diversity status.
- **Diversity Status Explanation**: if you need to report the diversity status as something different than what appears on the Diversity Full tab, please provide an explanation.

See the Field Information tab on the template for definitions of each field.

WEB PAGE RESOURCES

The below resources are on the Reporting Agency Contracts [web page](#) under Reporting Process:

- Agency contracts reporting template
- Agency contracts reporting guide
- Web intelligence extraction instructions (for ECMS users)
- A link to submit your completed report

Q&A SESSIONS

If you have any questions after watching the overview, we've scheduled two live Q&A sessions.

Be sure to watch the recorded overview first, as we won't cover reporting process basics in these sessions. Instead, they're designed to give you a chance to ask specific questions.

Q&A SESSIONS

Live Q&A — for *experts* in the reporting process

- When: 10 a.m. Tuesday, July 23.
- [Register here.](#)

Live Q&A — for *beginners* in the reporting process

- When: 10 a.m. Tuesday, July 30.
- [Register here.](#)

If you have any questions you'd like us to cover, please submit them to contractreporting@des.wa.gov. You'll also have a chance to ask impromptu questions during the sessions.

We will share session recordings with you once they're available.

QUESTIONS?



contractreporting@des.wa.gov



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