



Information Technology Contracts Report Debrief

April 16, 2020

Agenda

- Introductions
- Clarifying Expectations for FY20 report
 - Proviso Requirements
 - Timeline
 - Acceptable Reports
 - Clarifications on Reporting Requirements
- Review Customer Questions
- Feedback/Q&A



Clarifying Expectations

FY20 Changes to the Proviso

- Clarifying language added to the proviso in the supplemental budget this year, “*to include contract spending projections for each ensuing state fiscal year through the contract term*”



Clarifying Expectations

Do we know the time frame?

Additional analysis will be completed by DES for each agency's submitted report. Thus, the deadline for the IT contracts report will need to be moved up to September 1, 2020. The Agency Contracts report will be due later this year on October 31st, 2020.



Clarifying Expectations

Ensure your report is accepted by:

- Filling out ALL of the required fields. Do not leave any blanks in the required fields.
- Fill in the amount columns for every year the contract is active. DES will be checking to see if the amount columns are filled in for the contract start and end dates entered in the report.
- Only enter numerical figures in the amount columns.



Clarifying Expectations

Ensure your report is accepted by:

- The tower fields must be entered as percentages and the total percentage column must equal 100%.
- Report submissions must be uploaded to box. We will not be accepting any email submission. You will receive a confirmation when your report has been accepted.



Clarifying Expectations

Cooperative IT Purchases

- Cooperative purchases for IT good and services should be included in the report to capture all state IT spend. We've added a column on the template to mark if the contract/purchase is related to a cooperative and another column to identify the cooperative.



Clarifying Expectations

Work Orders/Maintenance Agreements/Warranties

- Work orders, maintenance agreements, and warranties for IT goods and services that extend past the max term date of a contract should be included in this report. For instance, if a contract ended in 2019, but the contract has a work order that is still active on June 30, 2020, that contract needs to be reported.



Clarifying Expectations

Contract Amounts for convenience contracts and no max contracts

- Projected spend must be identified for each year a contract is active per the proviso. Each agency must identify and project the annual spend potential on as needed and/or hourly information technology contracts. The agency can consider prior average fiscal year historical spending and anticipated spend identified by the IT contract manager and program staff to identify projections.



Clarifying Expectations

Purchases reported by CTS and DES

- CTS will be reporting purchases covered under the central service fee and fee for services purchases.
- DES would like to report Master Contract sales for agency; however, agencies will need to confirm the amounts before final submission.



Customer Questions

Are we looking at IT contracts starting in calendar year 2019?

The IT Contracts Report should include **all** contracts that were active as of June 30, 2020. If a contract started in July 2012 and was still active as of June 30, 2020, that contract should be included. If a contract started July 1, 2020, that contract should be excluded.



Customer Questions

Amendments to existing contracts?

The IT Contracts report doesn't require a line for each amendment as the Agency Contracts report. There should be one line for each contract. If there were any amendments to the contract term or worth of a contract during FY20, those changes should be reflected in the date or amount columns.



Customer Questions

There was confusion over reporting Pre-FY-16 amounts. The FAQ states that “DES will reach out to agencies that report pre and post amounts to get a breakdown by fiscal year to provide to the legislative fiscal committees.” Will DES be providing revised instructions and a revised template for the next reporting period?

We've created a revised sample template to share with everybody after we are done with the customer questions portion of the meeting. You will have an opportunity to provide input.



Customer Questions

Since agencies are also required to provide an annual contract report, will this report be incorporated into that report?

No. The Agency Contracts report has different requirements and cannot be combined with the IT Contracts report.



Customer Questions

Why are we required to submit master contracts spend when DES receives this information from vendors via sales reporting?

DES does not receive the detail of each purchase; DES only receives the amount of sales by customer from each vendor.

With that said, DES would like to report the vendor reported sales on the behalf of the agencies this year. Agencies will still need to confirm sales amounts before the final submission.



Customer Questions

What became of the recent report? Who was it shared with and what was the feedback/outcome, if any?

The report was sent to OFM and legislative staff. Feedback included a request for additional analysis by DES and questions about incomplete data or data that did not make sense (no end date contracts).



Customer Questions

When we have service contracts that are used on an as needed basis and are hourly we are not able to identify the amount of future spend in each FY. What is your recommendation for this type of contract? Our agency doesn't encumber contracts.

Each agency must identify and project the potential annual spend on an as needed and/or hourly basis for information technology contracts. The agency can consider prior average fiscal year historical spending and anticipated spend identified by the IT contract manager and program staff to identify projections. The enacted session law (ESSB 6168) requires projections by contract and it specifically section 147(9) "contract dollar amount by state fiscal year to include contract spending projections for each ensuing state fiscal year through the contract term."



Customer Questions

Will we be required to provide Pre-FY16 data again?

Yes. The proviso is written to include all information technology contracts that are active as of June 30 of the submitting calendar year. This includes *"the agency name, contract number, vendor name, the contract term start and end dates, the contract dollar amount in total, contract dollar amount by state fiscal year to include contract spending projections for each ensuing state fiscal year through the contract term, and type of service delivered"* of each of those contracts.



Customer Questions

What planned improvements are being made to the WEBI query for this report?

ECMS Users have identified system enhancements that will help identify IT Contracts as well as add fields where agencies can identify the IT towers for each contract.



Customer Questions

What planned improvements are being made to the report template for this report?

We will be unlocking the template and changing the formula for the total tower percentage in hopes the template will not take a long time to open. We've also added a few more columns for notes and to identify cooperatives.



Thank you

Feedback/Questions?

