

2020 Agency Contract Reporting

It is time again to start thinking about your annual [Agency Contracts Report](#). Here is a summary of what has changed since 2019 and what you need to do this year.

What to report

All *goods and service* contracts with an effective date on or after July 1, 2019, as well as all current contracts that have been amended with an amendment effective date on or after July 1, 2019 to June 30, 2020. The report due date has been pushed back this year to **October 31, 2020 to allow time for agencies to meet an earlier deadline for the IT Contracts Report**.

When reporting an amendment that has an effective date on or after July 1, 2020 to June 30, 2020, the original contract and any previous amendments must also be reported so that a total contract “package” is available to the public. Each year, a new report is posted for review.

For information regarding what contracts are exempt from reporting, please refer to [DES Policy 210-01](#).

Reporting Spreadsheet

The fields for Federal Amount, State Amount, Other Amount and Cost of Contract need to be submitted as positive figures for all contracts except revenue contracts. Revenue contract costs must be submitted as negative figures.

This change was made because data.wa.gov allows a user to manipulate data. This will ensure that users have accurate information.

How to report

Reports are due no later than **October 31, 2020**. Please submit your report by following this [link](#) and uploading your file. Confirmation receipts will still be sent via email from contractreporting@des.wa.gov.

Reminder: Email submissions are no longer be accepted.

Go to the [Agency Contract Reporting](#) webpage and download the [Agency Contract Reporting Template](#) under *Forms and Other Resources*. A training presentation, FAQ and other resources are also available there for your assistance.

Contact

The DES Business Operations Team, (360) 407-2214
contractreporting@des.wa.gov
