

2021 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 2020 and what you need to do this year.

What to report

All *goods and services* contracts that were active from July 1, 2020 to June 30, 2021 are now included.

Interlocal and interagency agreements, non-fiscal agreements, and grant and sub-grant agreements are no longer exempt from reporting. These agreement types should be included in your 2021 report.

A column has been added to the template to capture and describe any contract modifications. A contract modification is a substantive change made to the original contract such as change in cost, scope, or period of performance.

Last, the report due date has been permanently changed to **October 31** every year.

Remember, when reporting an amendments, 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.

How to report

Reports are due no later than **October 31, 2021**. 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 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

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