



Washington State Department of  
**Enterprise Services**

# Information Technology Contracts Report

October 2019

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### REPORT HIGHLIGHTS

- DES has created a [webpage](#) for agencies to refer to, with regular updates to the Frequently Asked Questions document, points of contacts and pertinent information regarding the reporting requirement(s).
- DES is exploring enhancements to the enterprise contracting system, used by approximately 24 state agencies, to better support agencies with meeting this new reporting requirement. DES also plans to work with agency CIOs and agency procurement specialists to establish a more efficient data capturing method for continued reporting until there is a new ERP system.
- 121 of 140 (86%) agency IT contracts reports are included in this report. Data for these agencies is provided in the attached spreadsheet. DES has requested agencies unable to meet the deadline to report IT contracting data no later than November 30, 2019. A supplemental spreadsheet with late submittals will be provided by December 13, 2019.

### BACKGROUND

A proviso in section 150(10)(a) of the [2019-2021 operating budget](#) requires DES to receive, compile, and submit a list of IT contracts for all state agencies and institutions of higher education. DES must submit this report to the legislative fiscal committees October 31 of each year.

This report covers the actions DES has taken toward implementation since May 21, 2019 and provides a narrative to accompany the required IT Contracts spreadsheet.

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**IMPLEMENTATION TIMELINE**



The timeline outlines the steps the Department took to prioritize and communicate the important reporting requirements. Prior to communicating instructions to agencies, Director Chris Liu emailed all agency director's regarding the proviso on June 27, 2019.

Following initial communication to agency contacts on August 12, weekly communication was sent to agencies reminding them of the deadline. Communication was sent to agency contracts contacts as well as Chief Financial Officers and Chief Information Officers, as available.

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## TOOLS

DES worked with the OCIO and legislative staff to develop a template for agencies to use to report their IT Contracts. DES also created an FAQ document and training document for agencies to use. These tools were available to agencies beginning August 12, 2019. Additionally, DES supplied agencies with a list of IT Master Contracts so they could report their spend under these master contracts appropriately. All documents referenced may be found on the [IT Contracts Reporting Webpage](#).

## CHALLENGES

There were two main challenges agencies faced when meeting this request:

1. Contracting systems do not differentiate 'type of contract' (ex: IT contract vs. goods & services contract). This system limitation required agencies to analyze all active contracts to determine which contracts to report.
2. Agencies were required to report purchases made under IT Master Contracts. DES made a list of all IT Master Contracts available as a cross reference to assist agencies with identifying which purchases should be reported. However, many agencies do not tie a purchase back to a Master Contract number, either through a purchase order system or through the Agency Financial Reporting System. This made it difficult for agencies to meet this requirement of the report.

## DATA INTEGRITY

Report accuracy is the responsibility of individual agencies. DES reviewed agency submissions for completeness. If required columns were blank, such as missing contract numbers and/or missing total contract amount, DES rejected the agency submission and required resubmission. DES is still awaiting resubmission by some agencies.

## AGENCY RESPONSIVENESS

Agencies were given a reporting deadline of October 15, 2019. DES accepted late submittals through Friday, October 19. Reports submitted after October 19 will be submitted in a later, separate report. Agencies who submitted a report but were missing information they are still working to collect, are designated with an asterisk (\*). Agencies not included in the report:

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Asparagus Commission (ASPAR)  
Beef Commission (BEEF)  
Blueberry Commission (BLUE)  
Clark College (CLC) \*  
Community and Technical Colleges, State Board For (SBCTC) \*  
Deaf and Hard of Hearing Youth, Washington Center for (CDHY)  
Edmonds Community College (EDC) \*  
Green River Community College (GRC)  
Housing Finance Commission, Washington State (HFC)  
Minority and Women's Business Enterprises, Office of (OMWBE)  
Patrol, Washington State (WSP) \*  
Seattle Community College - District 6 (SCCD-6)  
Social and Health Services, Department of (DSHS) \*  
Tobacco Settlement Authority  
Transportation, Department of (DOT) Includes FMSIB and Transportation Commission \*  
University of Washington (UW)  
Walla Walla Community College (WLC) \*  
Washington Higher Education Facilities Authority (WHEFA)  
Washington State Commission on Pesticide Registration

### **RECOMMENDATIONS/ACTION ITEMS**

DES is exploring enhancements to the enterprise contracting system, used by approximately 24 state agencies, to better support agencies with meeting this new reporting requirement.

DES plans to work with agency CIOs and agency procurement specialists to establish a more efficient data capturing method for continued reporting until there is a new ERP system.