**Improving Master Contract Sales Reporting Accuracy**

**Purpose:** As the management fee rate change approaches, the Department of Enterprise Services (DES) will continue to capture contract sales data from vendors to calculate and assess contract management fees, and to help with business intelligence for developing new contracts and improving existing ones. To assist vendors with accurate reporting, DES will provide them with training and guidance. We also seek your assistance in providing purchase orders (POs) to contractors that contain the following information:

**Agency Parent Name**: Please identify the parent agency on the PO (not just the agency delivery or billing name) (*see sample PO attached*).



Examples:

**Dept of Social & Health Services** would be the correct parent agency (DDD would be for delivery/invoicing only)

**Department of Corrections** would be the correct parent agency (Stafford Creek would be for delivery only)

**North Thurston Public Schools** would be the correct parent agency (Meadows Elementary is just the billing address)

Note: If your PO documents contain the agency logo, that should be sufficient.

**Agency/Organization Number**: Please provide your standard state agency (or organization) number (*see Agency No. 300 on DSHS sample*) on purchasing documents if possible.

For political subdivisions, agency numbers are available on the **Master Contracts Usage Agreement (MCUA) website, on the** [**MCUA Organizations list**](https://fortress.wa.gov/ga/apps/ContractSearch/MCUAListing.aspx) **at:**

**MCUA Customer List:** [**https://fortress.wa.gov/ga/apps/ContractSearch/MCUAListing.aspx**](https://fortress.wa.gov/ga/apps/ContractSearch/MCUAListing.aspx)

For example, the list shows**:**

|  |  |
| --- | --- |
| **35005** | ABERDEEN SCHOOL DISTRICT 5 |

**Contract/Agreement Number (or “Purchase Authority”)**: Please be sure state contract number (i.e. 00508) is on all purchasing documents when ordering from a state contract. Add it wherever there is a field that specifically requests it (“Authority/Contract No.” or “Agreement #”), or if no field exists add to description or other field. This will tell you and the vendor it is a contract purchase so pricing, terms and conditions should apply (*see sample attached*).

**Purchasing Records:** While vendors will be reporting quarterly (*not* customers),customersshould also maintain records of all purchases (including contract number and vendor name) that can be used for validating vendor spend reports or for audit purposes.

Thank you for your assistance. We hope this will be helpful for you and the vendors. If you have questions please contact Tim Shay at Tim.Shay@des.wa.gov or (360) 407-2210.

Master Contracts are available at:

<http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>