

## COVID – 19 Purchase Exception Frequently Asked Questions

**Exception:** Procurements for goods and services that are directly related to the state's response to the COVID-19 are excepted from competitive solicitation.

Question #1 (Direct Buys):

In an Agency's log of expenditures, must the Agency log Direct Buy purchases related to its response to COVID-19?

**Answer:** No. The log should only contain purchases that (a) were directly related to the Agency's response to COVID-19 and (b) would have otherwise been purchased through a competitive solicitation. [Published 4/22/20]

Question #2 (master contracts):

In an Agency's log of expenditures, must the Agency log Master Contract purchases related to its response to COVID-19?

**Answer:** No. Master Contract purchases are not made through a competitive solicitation. [Published 4/22/20]

Question #3 (sole source contracts):

In an Agency's log of expenditures, must the Agency log Sole Source purchases related to its response to COVID-19?

**Answer:** No. Approved sole source purchases (in other words, purchases from contracts that were filed in the Sole Source Contracts Database and approved by DES) are exempt from competitive solicitation. [Published 4/22/20]

Question #4 (frequency of log submissions to DES):

How often must an Agency give its expenditure logs to DES?

**Answer:** Every two weeks. Because the exception became active on March 4, 2020, logs from Agencies were/are due on March 18, April 1, April 15, and April 29, 2020. Now that the exception continues through May 29, logs will be due May 13, May 27, and June 10, 2020. Note: Agencies only need to submit a log if they have made a COVID-19 expenditure during the previous two weeks. [Published 4/22/20]

Question #5 (cumulative log entries):

Do Agencies have to present cumulative logs to DES? In other words, if we purchase an item on March 9 and list in a log that we give to DES on March 18, do we have to continue mentioning it in the log we send to DES each time afterwards (April 1, 15, etc.)?

**Answer:** No. Log entries must include Start Dates and End Dates for contracts, which means that cumulative log entries are unnecessary. [Published 4/22/20]

Question #6 (why provide the logs to DES):

Why do Agencies have to present the expenditure logs to DES?

**Answer:** When the Governor announced the COVID-19 state of emergency, he asked DES to provide daily reports on several key performance indicators regarding the State's response to the pandemic. One such KPI is the volume of purchases that agencies have made using this exception. DES can only provide information on this KPI based on the logs submitted by Agencies. [Published 4/22/20]

Question #7 (who does the exception apply to):

Does the exception apply to local jurisdictions?

**Answer:** No. The COVID-19 purchase exception only applies to Washington State Agencies.