



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Reporting Agency Contracts

Business Operations Team
Contracts and Procurement Division

JULY 2023

AGENDA

- Training session info
- Introductions
- Communication update
- Reporting agency contracts overview
- Reporting period
- Due date (Oct. 31)
- OMWBE reporting

AGENDA CONTINUED

- What to report/What not to report
- Grants
- Diversity status
- Template review (including new amendment column)
- [Web page](#) resources
- Questions



TRAINING SESSION INFO

- Separate trainings for IT and agency contract reporting
- Training is being recorded and will be posted on the [web page](#)
- This PPT is posted on our [web page](#)
- Hold questions until the end, or use the chat
- Replaced the term “master” with “statewide” contracts

INTRODUCTIONS

- Business Operations Team:
 - Manager – Alisha Ghanie
 - Management Analysts: Kayla Rodriguez, Katie Holder, Todd Stewart, Keegan Barnes, and Nicole Johnson
- Enterprise Procurement Policy:
 - Contracts Staff Consultant – Zoë Mroz

COMMUNICATION UPDATE

This year, general communications from our team will be sent via GovDelivery.

Communications:

- June 27 – First bulletin
- July 13 – Second bulletin
- July 21 – Training reminder
- August 10 – Monthly reminder
- September – Biweekly reminders
- October – Weekly reminders (5 total)

With GovDelivery, everyone on our recipient list will receive the reminders, whether their report has been accepted or not.

The screenshot shows an email header with the DES logo and the text "Washington State DEPARTMENT OF ENTERPRISE SERVICES". The main heading is "Agency Contracts Reports due Oct. 31". The body text explains that agencies must report goods and services contracts by Oct. 31 to DES, which posts them to data.wa.gov. It mentions a new field in the report template, "Agency Contract Amendment Number," and provides instructions for reporting under RCW 39.19.060. A training session is offered on July 25, 1-2 p.m., with details on where to go and the meeting ID. The email concludes with a link to reporting instructions and a footer with contact information for the DES Contracts & Procurement Division.

DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Agency Contracts Reports due Oct. 31

Agencies and higher education institutions must report all goods and services contracts and amendments from the previous fiscal year to DES by Oct. 31. DES compiles and posts these contracts to data.wa.gov, as required by RCW 39.26.210.

This year's report template has a new field called "Agency Contract Amendment Number." The data in this field will be used to fulfill a reporting requirement in RCW 39.19.060, which requires OMWBE to collect and report the data to the Legislature. We included the field to save agencies additional work. For questions about the required reporting under RCW 39.19.060, please contact Tony Bussert with OMWBE at AnthonyB@omwbe.wa.gov.

The instructions for [how to submit your report](#) are on our website.

To assist you with this report, we invite you to a training session.

- **When:** July 25, 1 - 2 p.m.
- **Where:** [Join the Teams meeting](#)
- **Meeting ID:** 255 319 122 985
- **Passcode:** wkYoJS

We appreciate the amount of work this represents for all agencies and your role in completing this report. Thank you for your efforts.

[Reporting Agency Contracts instructions, training session \(des.wa.gov\)](#)

DES Contracts & Procurement Division | Business Operations Team
contractreporting@des.wa.gov | 360-407-2214

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REPORTING AGENCY CONTRACTS

- Goods and Services Procurement law [RCW 39.26](#) fosters transparency by maintaining a publicly available list of contracts and procurement efforts.
- An integral part of this reform is the requirement under [RCW 39.26.210](#) for all state agencies and higher education institutions to submit an annual report of their contracts to the Department Enterprise Services (DES).



REPORTING PERIOD

- The reporting period is fiscal year 2023 (July 1, 2022 – June 30, 2023).
- All contracts and amendments active during the reporting period should be reported.



DUE DATE

- Due October 31
- DES posts to data.wa.gov
- Submit reports by due date to be included in the report that OMWBE will be submitting the Legislature to fulfill [RCW 39.19.060](#).



OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES (OMWBE)

- OMWBE must fulfill [RCW 39.19.060](#)
- A new column titled "Agency Contract Amendment Number" has been added to the template to capture the data that OMWBE needs and save agencies additional reporting work.
- For questions about the required reporting under [RCW 39.19.060](#), please contact Tony Bussert with OMWBE at AnthonyB@omwbe.wa.gov

WHAT TO REPORT

- All goods and services contracts, including the original contract and any amendments, active from July 1, 2022 - June 30, 2023.
 - Interlocal and interagency agreements, including agreements with other states
 - Non-fiscal agreements
 - Click-through agreements (such as software license agreements)
 - Memoranda of Understanding (MOU)
 - Convenience contracts
 - Task orders
 - Sole source contracts
 - Grants
 - IT contracts

WHAT NOT TO REPORT

- State purchase orders
- Employment contracts with staff
- Real estate leases
- Direct buys (unless they contain a statement of work)
- Purchase card transactions

GRANTS

Grants and sub-grant agreements including federal grants may be reportable

- Grants that result in the purchase of goods and services should be reported
- Revenue-only grants should not be reported
- Case-by-case; consult with the DES Policy Team
 - DESmiEnterpriseProcurementPolicy@des.wa.gov



DIVERSITY STATUS

- Diversity columns must be filled in using the drop-down options:
 - Minority owned business
 - Woman owned business
 - Minority and woman owned business
 - Not certified
- For ECMS users, the Web Intelligence report contains contractor names and diversity status.
- For non-ECMS users, the diversity full tab on the template contains contractor names and diversity status.



WEBS DIVERSITY STATUS

- **Minority/Woman Owned:** Once OMWBE certifies a contractor their certification shows up in OFM's servers, WEBS automatically updates the contractor's OMWBE status in WEBS, connecting the systems by TIN. Completed nightly.
- **Small Business:** Each year contractors re-attest their small business status by logging in to WEBS.
- **Veteran Owned:** Contractors can request certification through DVA. Once certified, DVA has a special WEBS login where they can mark which contractor accounts are DVA certified.

TEMPLATE REVIEW

- **Agency Number/Agency Name** - use drop down to select your agency.
- **Agency Contract Amendment Number** – This is a new column for 2023.
 - Contract numbers in column C should be report as contract number – amendment number, for example K6424-1.
 - If no amendment, key in agency contract number again in this field. This will allow for a distinct count of contract and amendments.
- **Contractor Name** – Use drop down to search or Webs data on the Diversity full tab of template.
 - Columns T, U and V will autofill for contractor names that are on the Diversity Full tab of the template.

Agency Contract No.	Agency Contract Amendment No.
K6424	K6424
K6424	K6424-1
K6424	K6424-2
K6424	K6424-3
K6604	K6604
K6605	K6605
K6611	K6611

TEMPLATE REVIEW

- **Procurement Type** - use drop down to select procurement type.
- **Minority/Woman Owned, Small Business, Veteran** - will auto fill if on Diversity Full tab of template, if not on Diversity Full tab, then use drop down options.
- **Diversity Status Explanation**: if you need to report the diversity status as something different than what appears on the Diversity Full tab, please provide an explanation.

See the Field Information tab on the template for definitions of each field.



WEB PAGE RESOURCES

The below resources are on the Reporting Agency Contracts [web page](#) under Reporting Process:

- Agency contracts reporting template
- Agency contracts reporting guide
- Web intelligence extraction instructions (for ECMS users)
- A link to submit your completed report

QUESTIONS?



contractreporting@des.wa.gov



360-407-2214



[Reporting Agency Contracts](#)