



Transparency Agency Contract Reporting

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Agency Contract Reporting

Objectives

- Reporting Results
- Requirements under law & policy.
- What needs to be reported?
- How is reporting done?
- What does the report look like?



Agency Contract Reporting

Numbers

- 138 out of 141 Agencies, Boards, Commissions and Higher Ed Institutes reported. 97.8% compliance rate.
- 31 reports submitted during pilot phase
- 128 reports submitted in first formal phase
- 79,989 contract and amendment records
- 9 agencies had no contracts
- DES staff trained more than 125 staff



Agency Contract Reporting

Why do agencies have to report?

Procurement Reform passed in January of 2013 is fostering transparency in state contracting by requiring that DES publish a publicly available list of contracts. To accomplish that, all state agencies and higher education institutions must annually submit a list of their contracts to DES. The requirements are stated in the law, and further detailed in policy that DES was required to write to implement the law.

1. Requirements in the Law

- [RCW 39.26.210](#)

2. Details in DES Policy

- [DES Policy 210-01](#)



Agency Contract Reporting

What do agencies have to report?

DES Policy states: *“The report must include any contract executed during the reporting period that has a statement of work or exceeds the Direct Buy limit.”*

“Contract” means an agreement for goods, commodities, information technology goods and services, personal services, purchased services and client services, as well as software licenses, click thru agreements and equipment maintenance.”

When in doubt, include the contract.



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What Contracts Are Exempt?

Remember, when in doubt, report. However, the law and policy exempt the following from reporting:

| Exempt Contract Types | |
|--|--|
| Purchase orders or Field orders | Interlocal and Interagency agreements |
| Direct Buy contracts (except when they include statements of work) | Grant and sub-grant agreements |
| Expert witness agreements | Loan agreements |
| Public works contracts (although agencies are encouraged to do so) | Contracts exempt from disclosure under another state law |
| Non fiscal agreements | Contracts specifically exempted by the DES director |



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What Data Elements Do Agencies Report?

Agency contract staff must collect the following data elements from their contract management systems:

| Contract Data Fields to Report: | |
|---------------------------------|----------------------------------|
| Contracting Agency | Contract Cost |
| Contractor name | Funding source |
| Purpose of the contract | Contract Modifications |
| Effective dates | Procurement Method |
| Period of Performance | Small Business Status (Optional) |



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How Do Agencies Report?

Reporting will be done in the following steps:

1. Agency staff will collect the contract data from their systems and records (ECMS users can use a pre-built query tool to pull their data)
2. Download the template:
 - [Agency Contract Reporting Template](#)
3. Copy/Paste contract data into template
4. Review data before submission (DES will not scrub data on behalf of agencies)
5. Email completed spreadsheet to:
contractreporting@des.wa.gov



Agency Contract Reporting

Online Report

The report can be accessed at:

<https://data.wa.gov/>

Search for “Agency Contract Reporting”



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Questions?

Please contact us at:

- contractreporting@des.wa.gov

