

# PROCUREMENT SERVICES FOR SMALL AGENCIES

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DES Contracts and Procurement



# SMALL AGENCY SERVICES AT DES

## **Legislative support**

- 2020 Legislature provided funding to Enterprise Services to offer procurement services to small agencies.

## **Our mission:**

- Employ best practices that comply with RCW 39.26
- Reduce procurement risk
- Ensure the best value for public funds



# GETTING READY

## **To prepare for the new program, DES has:**

- Hired a contract specialist to perform competitive procurements;
- Started an intake process to receive and track requests; and
- Developed a project plan using a phased approach.

# WHAT'S NEXT

## **Pilot phase starting Sept 15**

DES begins offering new services to a defined list of small agencies

- ***Existing*** procurement consulting services will continue to be available
- ***New services*** include conducting competitive procurements on behalf of the small agencies

# SERVICES

## What are the new services?

Services	Customers (Who)	Types of Engagement (What)
<b>Consulting Services (existing)</b>	All Agencies	✓ Support of procurement strategy planning
		✓ Review of procurement documents
		✓ Assistance with complex purchases (e.g., SOW)
		✓ Guidance on “best practices” and help with applying policies
		✓ Facilitate agency contract reporting
<b>Procurement Services (new)</b>	Small Agencies	✓ Conduct procurements on agency’s behalf (cradle to grave)
		✓ Filing sole source contracts
		✓ Performing direct buy or master contract purchases
		✓ Assisting agencies with risk assessment process

# WHO RECEIVES SERVICES?

## **Definition of 'small agencies':**

- Cabinet agencies, boards and commissions subject to RCW 39.26
- Less than 100 employees
- OFM's website source used to create the list of agencies that meet the criteria (56 agencies)
- Added 3 commissions (Asparagus, Blueberry, and Pesticide Registration)

# USING THE NEW SERVICES

## **As a small agency, how can I access the program?**

DES is working on an intake process/form to help facilitate and track requests ... *more to come.*

- Webpage: [Procurement Consulting Services | Department of Enterprise Services \(wa.gov\)](https://des.wa.gov/services/contracting-purchasing/policies-training/procurement-consulting-services) <https://des.wa.gov/services/contracting-purchasing/policies-training/procurement-consulting-services>
- Email: [DESProcurementConsulting@des.wa.gov](mailto:DESProcurementConsulting@des.wa.gov)

# THANK YOU



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