Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Information Technology Contracts Reporting

Business Operations Team

Contracts & Procurement Division

JULY 2024

AGENDA

- Introductions
- Timeline
- IT Contract Reporting
- IT Statewide Contract Data
- Reporting Period
- Template Overview
- ECMS
- Web Page Resources
- Q&A Sessions

INTRODUCTIONS

- Business Operations Team:
  - Manager – Alisha Ghanie
  - Management Analysts: Kayla Rodriguez, Katie Holder, Todd Stewart, Keegan Barnes, and Nicole Johnson

TIMELINE

Sept. 1

Agency reports are due to DES

Sept. 3-13

Business Operations compiles and analyzes data and writes legislative report

Sept. 16-27

DES leadership reviews legislative report

Sept. 30- Oct. 25

OFM reviews legislative report

Oct. 31

DES submits report to legislature

IT CONTRACT REPORTING

The IT Contracts Report is required by a proviso in section 127 (4) of the 2023-25 Supplemental Operating Budget. The proviso requires DES to receive, compile, and submit all state agency IT contracts each year to the legislative fiscal committees.

To meet this requirement, all state agencies and higher education institutions must annually submit a list of their IT contracts to DES.

An IT Contract is a contract for a good and/or service that falls under one of the IT Towers or meets the definition of IT under RCW 43.105.020 sections 6 thru 9.

IT CONTRACT REPORTING

Agency's reports must be accepted by September 1 to be included in the Oct. 31 legislative submission. Late reports will not be accepted.

We cannot accept reports that contain errors. To ensure your report is accepted by the deadline, we encourage you to submit it before Sept. 1.

Your agency will receive an email notification when we've accepted your report.

IT STATEWIDE CONTRACT DATA

DES will post vendor spend data on the IT web page for statewide IT contracts by Aug. 2.

We wait to post the data at the beginning of August because April, May, and June sales are not due from vendors until July 31.

Each agency must confirm the spend data is correct and submit the sales along with the remainder of their report.

You can refer to the data set on data.wa.gov to utilize spend and tower data from your previous report.

REPORTING PERIOD

The proviso requires agencies to provide a snapshot of their active IT contracts as of June 30 of the reporting year and any contract that was active as of July 1 of the previous reporting year.

This means any IT contract that was active during fiscal year 2024 (July 1, 2023 – June 30, 2024) must be included in the 2024 report.

TEMPLATE OVERVIEW

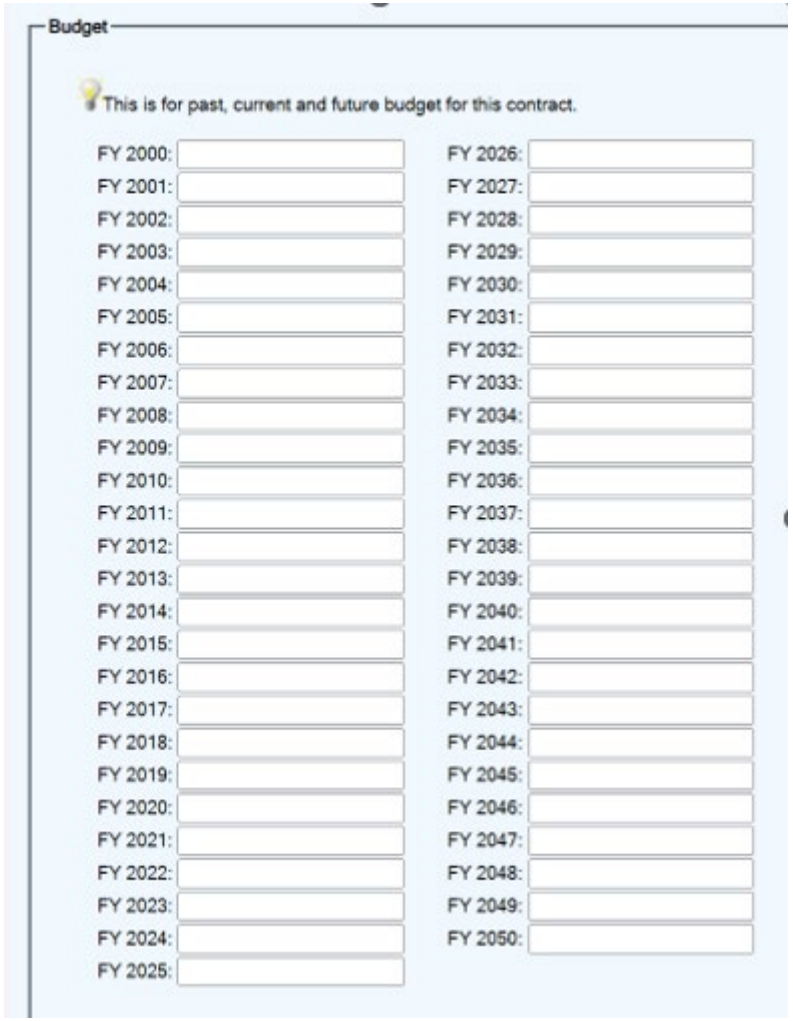
- Agency Number/Name: Use the drop-down menu to select your entity from the drop-down list, then you can use copy and paste to fill in the remainder of rows for the Agency Number and Name column.
- Contract Number: A list of statewide contract numbers with start and end dates are provided on the Statewide Contracts tab of the template. When a statewide contract number is keyed in the following fields will auto fill:
    - Cooperative Purchase (column E)
    - Cooperative Type – If applicable (column F)
    - Purchased through statewide contract? (column G)
    - Start date and end date (columns H and L)
    - Fiscal Year Start and End (columns K and O)
    - IT Towers (columns Q-AB)

TEMPLATE OVERVIEW

- Contractor Name: Search the Contractor Names tab of the template to ensure the correct contractor's name is being used. The cell will highlight orange if the contractor's name does not match or does not appear on the Contractor Names tab of the template. If a new contractor is being added, the field will remain orange.
- Contract Amounts: The required FY contract amount columns will highlight orange. Amount reported outside the term will highlight red and will need correction or an explanation.
    - Fill in the “Explanation of Contract Amount” column for active fiscal years that are zero, blank, or outside of the contract term.
    - Estimate the spend for future fiscal years.

ECMS (ENTERPRISE CONTRACT MANAGEMENT SYSTEM)

- We added budget fields in the Details tab in ECMS.
- The new budget fields in the Details tab allow you to enter past, current and estimated future budgets for fiscal years 2000-2050.
- These fields will be available in Web Intelligence and can be used for reporting purposes.



WEB PAGE RESOURCES

The below resources are on the IT contract reporting web page under Reporting Process:

- IT contracts reporting template
- IT contracts reporting Power Point
- IT web intelligence extraction instructions (for ECMS users)
- A link to submit your completed report

Q&A SESSIONS

If you have any questions after watching this overview, we've scheduled two live Q&A sessions.

Be sure to watch the recorded overview first, as we won't cover reporting process basics in these sessions. Instead, they're designed to give you a chance to ask specific questions.

Q&A SESSIONS

Live Q&A — for *experts* in the reporting process

- When: 10 a.m. Thursday, July 18.
- Register here.

Live Q&A — for *beginners* in the reporting process

- When: 10 a.m. Wednesday, July 24.
- Register here.

If you have any questions you'd like us to cover, please submit them to desitcontractsreporting@des.wa.gov. You'll also have a chance to ask impromptu questions during the sessions.

We will share session recordings with you once they're available.

QUESTIONS?

desitcontractsreporting@des.wa.gov

360-407-2214

IT contract reporting