

# Purchasing and Procurement 101

## Module 2

### Participant Workbook

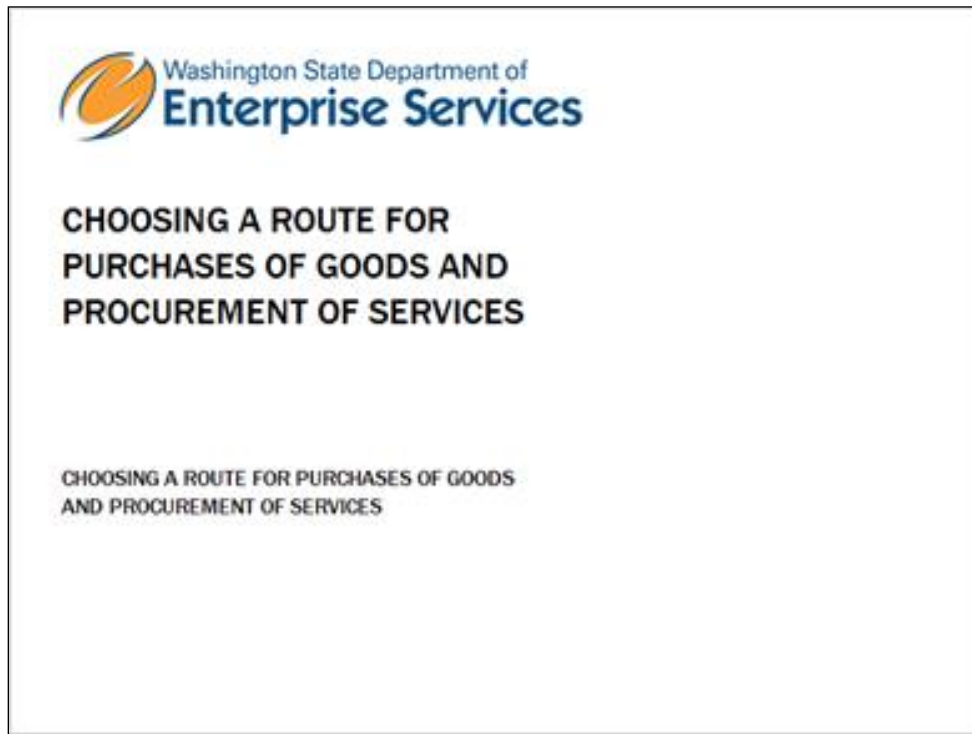
#### **Purchasing and Procurement Overview**

Current Version	4/30/2015
Original Version	12/10/2014

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**Slide 2 –  
Choosing a Route for Purchases of Goods and Procurement of Services**



Welcome to Module 2 of Purchasing & Procurement 101.

In order to receive credit for this course, you will need to score 80% or higher on the module assessment. The assessment will begin at the end of this module. Once you have successfully completed all four modules and assessment, you will receive a Purchasing and Procurement 101 certificate of completion.

Also included in the training course are knowledge checks. These are not graded, they are simply used to test your knowledge of the materials in the course.

We strongly recommend you print the workbook for the course. As you proceed through the training, use the workbook to write down any notes and/or questions you might have.

The workbook can be accessed here:

<http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx> -or - simply click “Workbook” on the top right corner of the screen. Click on the workbook to download it to your desktop.

**Disclaimer:**

At the time of publication in April 2015, all materials and RCWs referenced are current. Updated course work will be made available if and when revisions are needed. As always, confirm current RCW references.

## Slide 4 - Purchasing vs. Procurement

### PURCHASING & PROCUREMENT 101 OVERVIEW

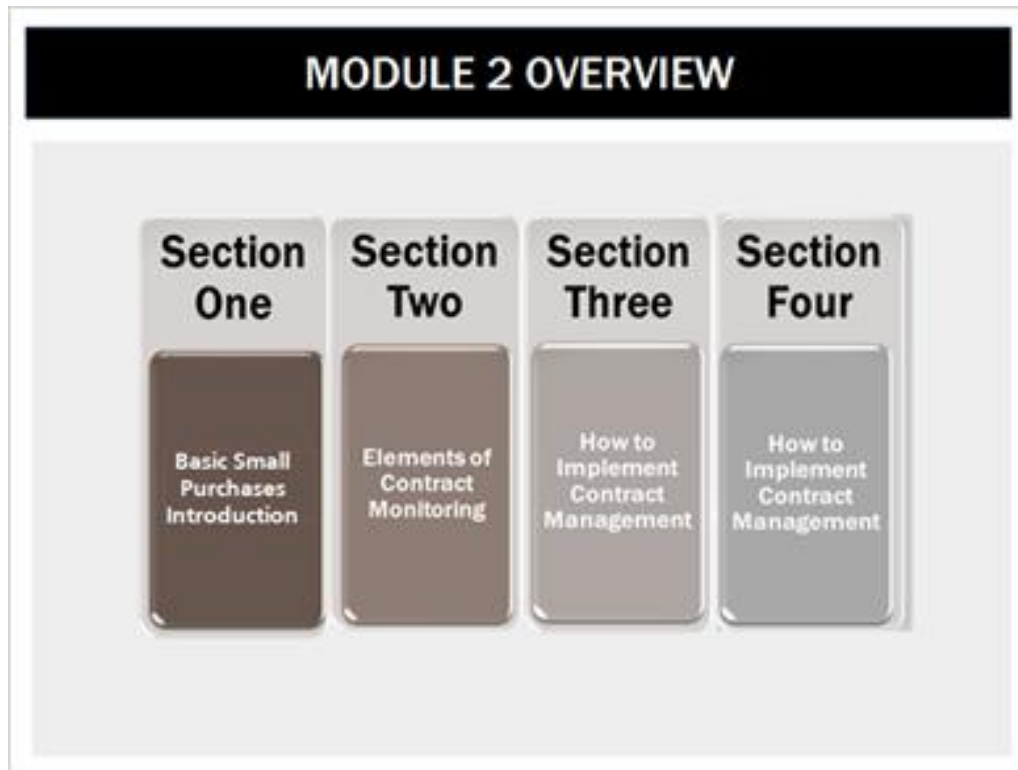
Course will be delivered in four modules:

- Module 1: Purchasing & Procurement Overview
- **Module 2: Choosing a Route for Purchases of Goods and Procurement of Services**
- Module 3: Competitive Procurements, Amendments, and Exemptions
- Module 4: Purchasing & Procurement Processes

Purchasing/Procurement 101 teaches staff in Washington State the basic requirements for and methods of procuring goods and services in the state as well as the high-level steps that create the foundation for the course. Module One introduces: key purchasing steps, the roles and responsibilities of stakeholders involved in procurements, the importance of contract management and risk management for procurements. Participants will also briefly review the basics of ethics and contracting in public service.

Notes

**Slide 5 - Module 2 Overview**



Let's take a look at what will be covered in the 4 sections of this module:

This training module will cover the topics identified on the slide. Your role and responsibilities within the purchasing and procurement process, as well as the roles and responsibilities of the contract management staff you collaborate with to accomplish your task. For example, as the Purchasing and Procurement Professional, you will advise contract staff on things such as types of contracts and pricing model.

For purposes of this training course, the laws and policies discussed are those of the state and individual agencies and do not reflect federal requirements. Federal requirements tend to be more restrictive and may apply if using federal funds.


Notes

**Slide 6 - Learning Objectives**

**LEARNING OBJECTIVES**

As a result of this training  
participants will be able to:

- Gain knowledge on the basics of purchasing and procurements
- Recognize options available for purchases as well as exceptions and exemptions
- Apply the policies for direct buy, competitive, sole source, and emergency procurements
- Describe when and how to file a sole source or emergency contract



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- Describe when and how to file a sole source or emergency contract

Notes

## Slide 7 - Basic Small Purchases



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**BASIC SMALL PURCHASE**

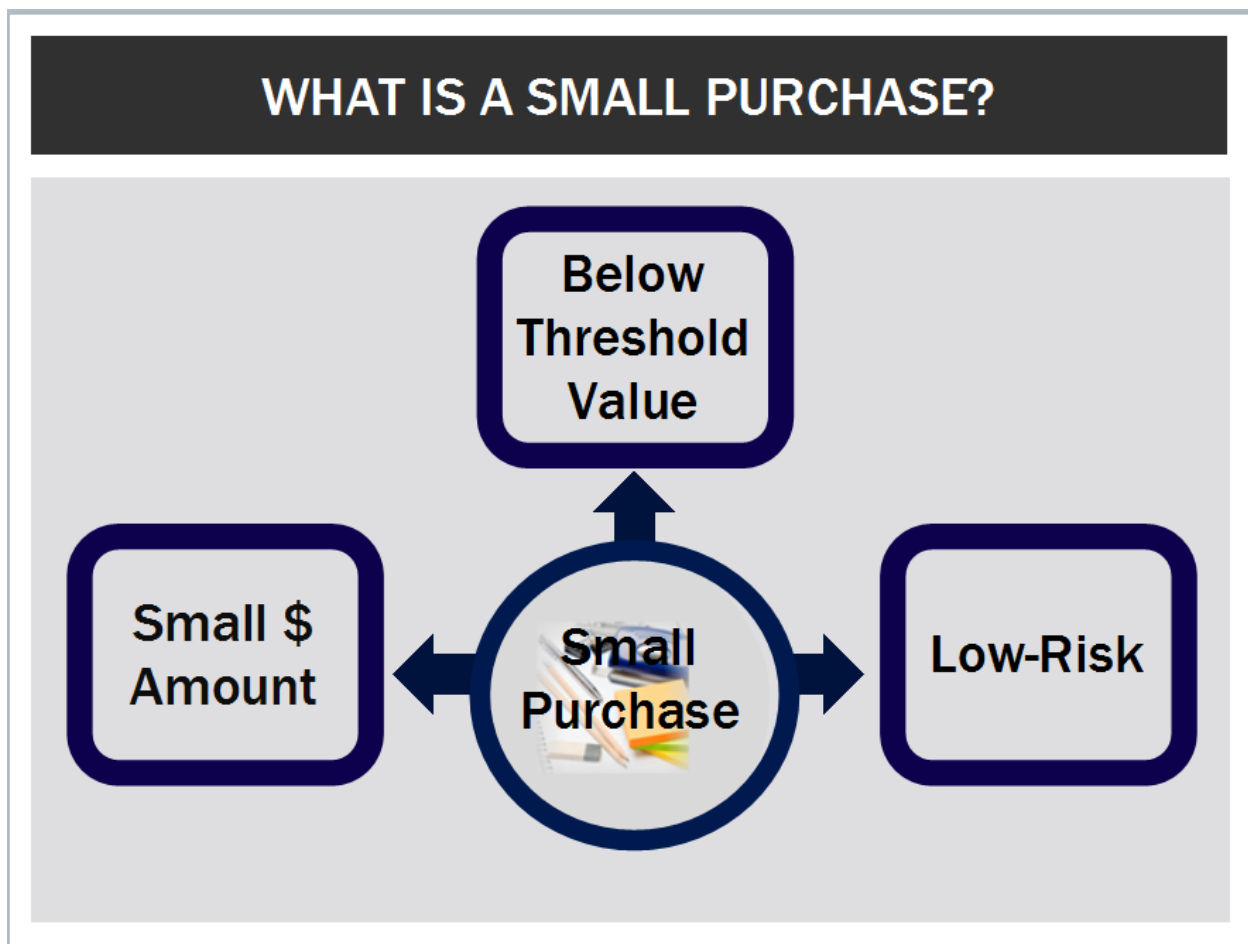
- ✓ Definition of a Small Purchase and Who Does Them
- ✓ Low Risk & Low Purchase Price
- ✓ Context for Small Purchases

Section One - Basic Small Purchase Introduction will cover the following topics in more detail:

- Definition of a Small Purchase and Who Does Them
- Low Risk & Low Purchase Price
- Context for Small Purchases

Notes

**Slide 8 - What is a Small Purchase?**



What is a Small Purchase?

Here is a best practices definition of Small Purchase:

Any procurement not exceeding a given upper monetary limit, as established by law, regulation, executive order, etc. Usually applies to purchases of small dollar amounts under a certain monetary threshold.

DES does not determine the threshold. Typically, agencies have their own department threshold for those who make small purchases from Master Contracts and other sources. Typically these small purchases are authorized PCards holders, a payment tool. PCards are often used to make the day-to-day purchases such as office supplies.

Small purchases typically present minimal risk to the agency - the next slide will cover in greater detail the concept that smaller procurements typically result in minimal risk.

The following is an example of a purchase order-based small purchase: DES conducts weekly office supply purchases as well as specialized purchases such as keyboard or label maker. Each division in DES has people with the authority to do periodic purchases of office supplies



and specialized office supplies that are needed at a specific time. These are mostly available on State master contracts.

Notes

Slide 9 - Low Risk & Low Purchase Price



**Low Risk + Low Dollar = Small Purchase**

A small purchase should be both low risk and low dollar. There will be further discussion about what are the risks associated with the purchases you make and how this plays into agency delegated authority.

Notes

Slide 12 - Context for Small Purchases



Where do small purchases fit into the overall purchasing and procurement process for the state? Usually a small purchase is done with a purchase or field order.

Small purchases stand out not typically because of what is being purchased or how, but by who is making the small purchase. Procurement Professionals typically do the purchase and procurement of goods and services, including IT procurements. Procurement is usually their full time job or a majority of their job. On the other hand, staff who make small purchases on behalf of the agency do so a smaller percentage of the time for such things as: office supplies, janitorial supplies, or promotional materials for example.

Most of the time, small purchases are related to ongoing needs of the agency. Small purchases are usually made using a purchase card or a purchase order and do not involve complicated contracts or transactions. The purchase and procurement of goods and services, including IT procurements, typically are done by procurement specialists and in some cases by contract managers.

You are a steward of state resources and a representative of the agency. Conducting your small purchases correctly reduces the risk to the agency and should be your goal every time. While small purchases are 'small' in dollar amount, the number of small purchases conducted every day on behalf of state agencies is huge, and therefore adhering to the policies and procedures set forth reduce the overall risk to your agency.

Notes

### Slide 13 - Direct Buy Purchases



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## DIRECT BUY PURCHASES

- ✓ What is a Direct Buy
- ✓ Direct Buy Criteria
- ✓ Responsible Purchasing

Section Two - Direct Buy Purchases will cover the following topics in more detail:

- What is a Direct Buy
- Direct Buy Criteria
- Responsible Purchasing

Notes

**Slide 14 - What is a Direct Buy?**



In a Direct Buy, agencies are authorized to purchase goods and services up to a cost of \$10,000 (excluding sales tax) directly from a vendor and without competition. In addition, agencies are authorized to purchase goods and services up to a cost of \$13,000 (excluding sales tax), directly from a vendor and without competition if the purchase is being made from a microbusiness, mini-business, or small business as those terms are defined by RCW 39.26.010 (17), (18) and (23).

For state agencies there is a higher threshold if the purchase is being made from a microbusiness, minibusiness, or small business as those terms are defined by RCW 39.26.010

Higher Education has a direct buy limit of less than \$10,000 only. Specifics about higher education direct buy can be found in RCW 28B.10.029.

Here are some important notes about Direct Buy:

- Agencies must use existing “qualified master contracts” before engaging in a direct buy. Only when an existing qualified master contract cannot justifiably satisfy agency needs may the agency make a direct buy purchase
- Agencies are encouraged to buy from in-state small businesses to include certified minority, women and veteran owned businesses
- Unless otherwise exempt, procurements that exceed the direct buy limit must be competitively awarded, unless otherwise exempt from competition
- Agencies may not unbundle or manipulate a purchase to have the purchase qualify as a direct

buy procurement to avoid using a competitive process

For example, it is not okay to break up a large purchase in to several smaller purchases in order to remain 'under' your agency's spending authority. If an agency intends to purchase 20 computers based on the agency's replacement schedule @ \$2K per computer = \$40K. It's not okay to break this in to 5 purchases of 4 computers per purchase, or \$8K per purchase. Instead use a competitive process.

Notes



**Slide 15 - Steps to Consider for Direct Buy Purchases**



As you consider a direct-buy procurement, apply the following criteria:

1. Agencies must use existing “qualified master contracts” before engaging in a direct buy. Only when an existing qualified master contract cannot justifiably satisfy agency needs may the agency make a direct buy purchase
2. The \$10,000 or \$13,000 threshold is inclusive of any costs that are or would be normally incurred during the initial purchase
3. Limited to single purchases
4. Monitor repetitive purchases - aggregate when warranted
5. Cannot unbundle or manipulate into smaller purchases to qualify for the direct-buy limit to avoid the competitive process
6. No competition required, but advisable whenever possible
7. Exempt from sole source requirements
8. Agency determines appropriateness of decision to contract

**Let’s consider some examples:**

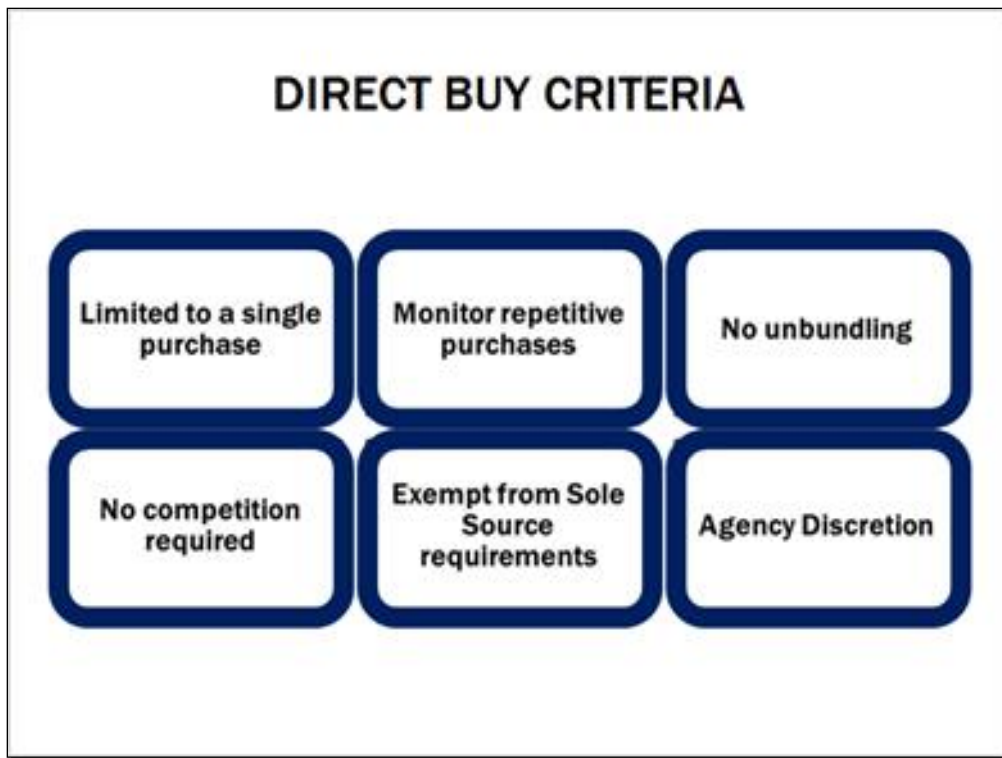
- Example: Software purchase with upgrades/maintenance included in purchase - don’t separate and purchase separately to stay under the threshold - upgrade and maintenance

is typically purchased with the software.

- Example: Computer purchase with additional warranty purchase - if intent is to purchase with original buy, it should be included in the cost
- With regard to repetitive purchases, the following example is instructive. Imagine an agency that needs to purchase the same service such as a training plan from the same vendor at three different times over the next six months, so at month two there is a purchase, at month four there is a purchase, and at month six there is a purchase. If those three purchases are known to happen at the time of the first service rendered, then you have to add them all together, and see under that cumulative rule whether or not the total is \$10,000 or less. If it is \$10,000 or less, no problem, the direct buy can continue, however, if it becomes clear that those repetitive purchases will eventually exceed the spending limit, then a competitive purchase must be performed.

Notes

**Slide 18 - Direct Buy Criteria**



As a reiteration, if there is no existing qualified master contract available or one that meets business needs the following direct buy criteria applies:

- Limited to a single purchase
- Monitor repetitive purchases / order splitting
- No unbundling
- No competition required
- Exempt from Sole Source requirements
- Agency discretion

Notes

**Slide 19 - Responsible Purchasing**

**RESPONSIBLE PURCHASING**

Washington State laws and policies encourage responsible purchasing

		
<ul style="list-style-type: none"> <li>• Small businesses</li> <li>• Microbusinesses</li> <li>• Mini-businesses</li> <li>• Veterans</li> <li>• Minority and women-owned businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase Washington grown food</li> <li>• High gas mileage vehicles, and alternate vehicle fuels</li> <li>• Opportunities through community rehabilitation programs</li> <li>• Individual agencies may have their own socially responsible policies to meet specific agency</li> </ul>	<ul style="list-style-type: none"> <li>• Governor Inslee has also encouraged socially responsible purchasing, among other 'Green' concepts through Executive Order 14-04, <i>Washington Carbon Pollution Reduction and Clean Energy Action</i></li> </ul>

**Responsible Purchasing**

Inherent to RCW 39.26 it is the expectation of state agencies to exercise social responsibility when purchasing and contracting for goods and services. DES has been authorized to develop procurement policies and procedures, such as unbundled\* contracting and subcontracting, that encourage and facilitate the purchase of goods and services from Washington small businesses, microbusinesses, and mini-businesses, and veterans, minority and women-owned businesses.

**Per law, DES state policies must encourage agencies to:**

- Purchase Washington grown food
- Develop guidelines and criteria for the purchase of vehicles, high gas mileage vehicles, and alternate vehicle fuels and systems, equipment, and materials, that reduce overall energy-related costs and energy use by the state

**Other preferences or social responsibilities include:**

- Opportunities through community rehabilitation programs
- Washington Small Businesses, Microbusiness, and Minibusinesses
- Veteran-owned businesses
- Businesses certified with the Office of Minority and Women's Businesses

- Products containing recycled material
- Electronic products meeting environmental standards
- Limitations on packing with polychlorinated biphenyls

Individual agencies may have their own socially responsible policies to meet specific agency goals or mission. Governor Inslee has also encouraged socially responsible purchasing, among other 'Green' concepts through Executive Order 14-04, Washington Carbon Pollution Reduction and Clean Energy Action.

Washington Carbon Pollution Reduction and Clean Energy Action -  
<http://www.governor.wa.gov/office/execorders/documents/14-04.pdf>

Notes

## Slide 22 - Sole Source Contracts



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# SOLE SOURCE CONTRACTS

- ✓ What is a Sole Source Contract
- ✓ Justification for a Sole Source
- ✓ The Filing Process & Requirements
- ✓ Sole Source Exemptions

**Section Three** - Sole Source Contracts will cover the following topics in more details:

- What is a Sole Source Contract
- Justification for a Sole Source
- The Filing Process and Requirements
- Sole Source Exemptions

Notes

### Slide 23 - Sole Source Contract



#### Definition of a Sole Source:

"Sole source" means a contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source (best source) to provide the goods or services.

According to # DES 140-00 - Unless otherwise exempt, all agency sole source contracts must:

1. Be submitted to DES, with supporting justification, not less than 10 working-days prior to the intended contract start date. This is done through the Sole Source Contract Data Base (SSCD).
2. Be approved by DES before the contract becomes binding, services are performed and goods are received. No contract can start until approved by DES.
3. Be made available for public inspection not less than 10 working-days prior to the contract start date.
4. In addition, notice of all agency sole source contract intentions must be posted on the state's enterprise vendor registration and bid notification system (currently the Washington Electronic Business Solution (WEBS) for at least five (5) working days.

In addition to submitting the required supporting documentation, vendors must be given notice and an opportunity to demonstrate that a sole source contract is not justified. Accordingly and unless otherwise exempt, state law requires that at a minimum, sole source contract opportunities must be posted on WEBS.

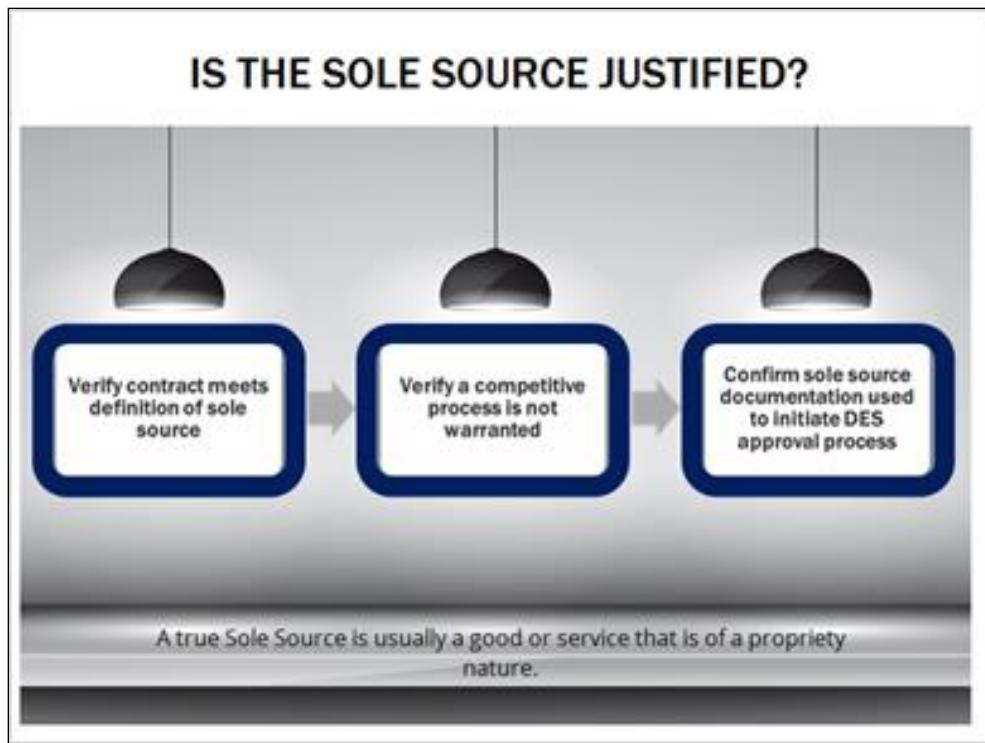
All these dates can run concurrently.

As a reminder there is a direct buy limit and you can purchase below that limit. There are multiple Exemptions to the Sole Source criteria. See Policy # DES-140-00 for a detailed list and explanation of these exemptions.

Notes



**Slide 24 - Is the Sole Source Justified?**



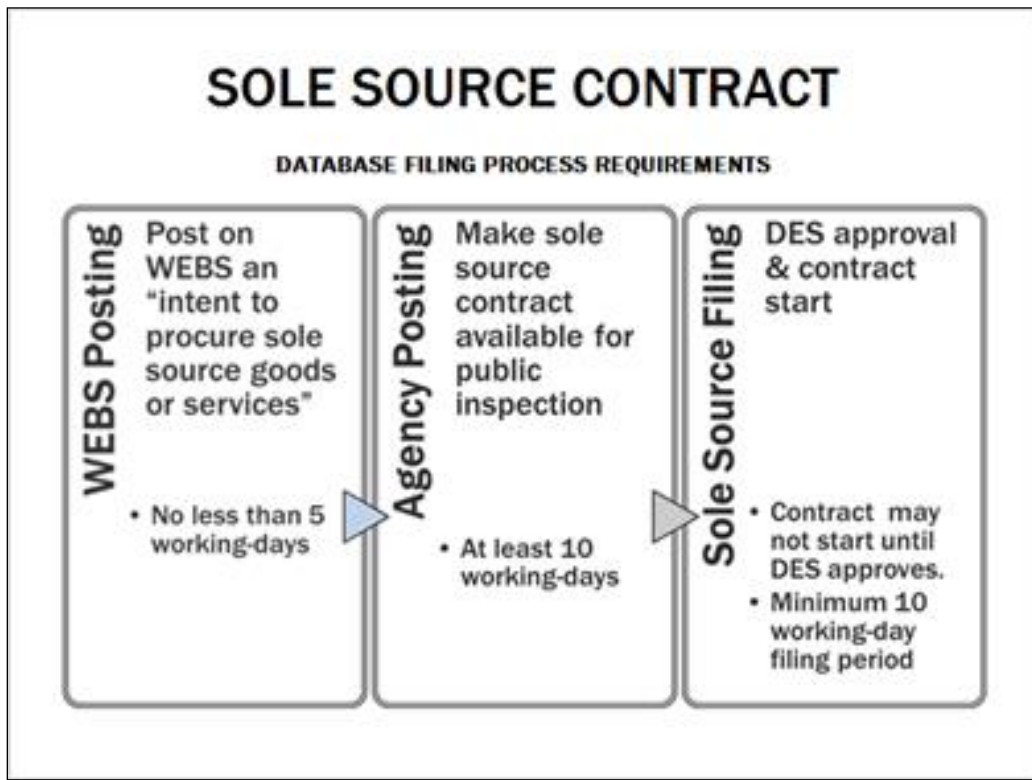
If an agency determines a sole source contract is justified, the agency must:

- Ensure the proposed contract meets the definition of sole source
- Verify that a competitive process is not warranted
- Confirm the sole source documentation is used to initiate the DES approval process - this includes a compelling and detailed justification for the sole source

A true Sole Source is usually a good or service that is of a propriety nature - it is owned by the vendor. However, more commonly, a sole source is the best source - a vendor who has the best service or product to meet your need. They are very often not the only source so you must justify what makes them the best and sole source.

Notes

**Slide 25 - Sole Source Contract Database Filing Process Requirements**



Sole Source Contract Database Filing Process Requirements is a three step process:

1. Webs Posting (for vendors) - Post on WEBS an 'intent to procure sole source goods or services'
  - a. This needs to be done no less than 5 working days prior to intended start date
  - b. Post a notice of intent to award a sole source contract on WEBS for not less than 5 working days.
 

The notice must include:

    - a. A description of the purpose and scope of the contract
    - b. The criteria or rationale justifying the sole source contract
    - c. The name of the prospective contractor
    - d. The projected contract value
    - e. The period of performance, including options for extensions
    - f. Process for vendor inquiries or responses, including timelines and requirements

2. Agency Posting - Make sole source contract available for public inspection

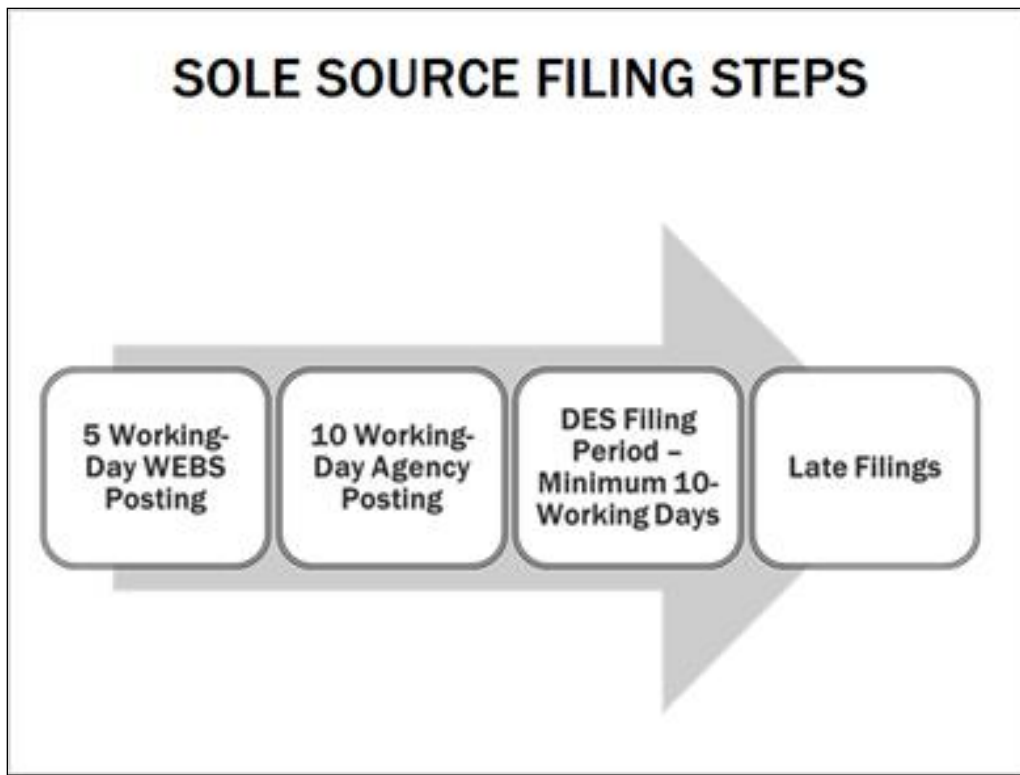
- a. This needs to be available for at least 10 working days
- b. Agency posting is for the public - that is why the sole source has to be posted in both places

3. Sole Source Filing - DES Approval and contract start

- a. Contract may not start until DES approves
- b. Minimum of 10 working-day filing period

Notes

**Slide 28 - Sole Source Filing Steps**



Sole Source Filing steps have particular time-frames associated with each as seen on this slide.

Unless otherwise exempt, RCW 39.26.140(2) states that no sole source contract will be binding unless it is approved by DES. The statute also requires the submittal to DES be not less than 10 working days to enable DES to process sole source contract filings. Agencies are encouraged to budget ample lead time to accommodate the DES approval process, vendor notice requirements, and transparency requirements. In determining whether to approve a sole source contract filing, DES will review all information submitted including vendor challenges and the agency response.

Notes

**Slide 29 - Sole Source Filing Steps**

## SOLE SOURCE FILING STEPS



What if you get a vendor challenge?

What is the ten-day filing period?

**What if you get a vendor challenge?**

- Review the capability statement of challenging vendor?
- Can they reasonably do the work for the same or better price with little or no time-loss?
  - If yes, stop the sole source - conduct competitive procurement
  - If no, notify the challenging vendor in writing and explain your reasons to continue with sole source
  - Report challenges to DES in the filing (who and your justification)
  - Vendor has no appeal rights

**Also, what is the ten-day filing period?**

- Contract work can start on the 10<sup>th</sup> day or the day of DES approval, whichever is later.
- For filing purposes, “working-days” excludes Saturdays, Sundays and state legal holidays.
- Must wait the full 10-working days even if DES approves early
- Doesn’t count the day filed/submitted to DES

Sole Source Contracts Database counts the ten working-days; however, the start date in SSCD must be real - it must match the start date in the contract.

Notes

**Slide 30 - Exempt from the Sole Source Policy**

**EXEMPT FROM THE SOLE SOURCE POLICY**

Agencies may request an exemption for a specific contract or a category of contracts. Such requests are to be addressed to the DES director and be signed by the agency head.

The request must include a detailed explanation of the proposed exemption and how granting the request aligns with the intent of the law.

As you can see here many contractors are exempt from the Sole Source Policy. Different categories are shown in the slide. See the table in your workbook for more information.

Agencies may request an exemption for a specific contract or a category of contracts. Such requests are to be addressed to the DES director and be signed by the agency head. The request must include a detailed explanation of the proposed exemption and how granting the request aligns with the intent of the law.

All applicable information technology (IT) related sole source contracts must also conform to OCIO Policy #121 and may require advanced approval. Agencies may need to coordinate with their assigned OCIO consultant. DES will also be available to assist.

Notes

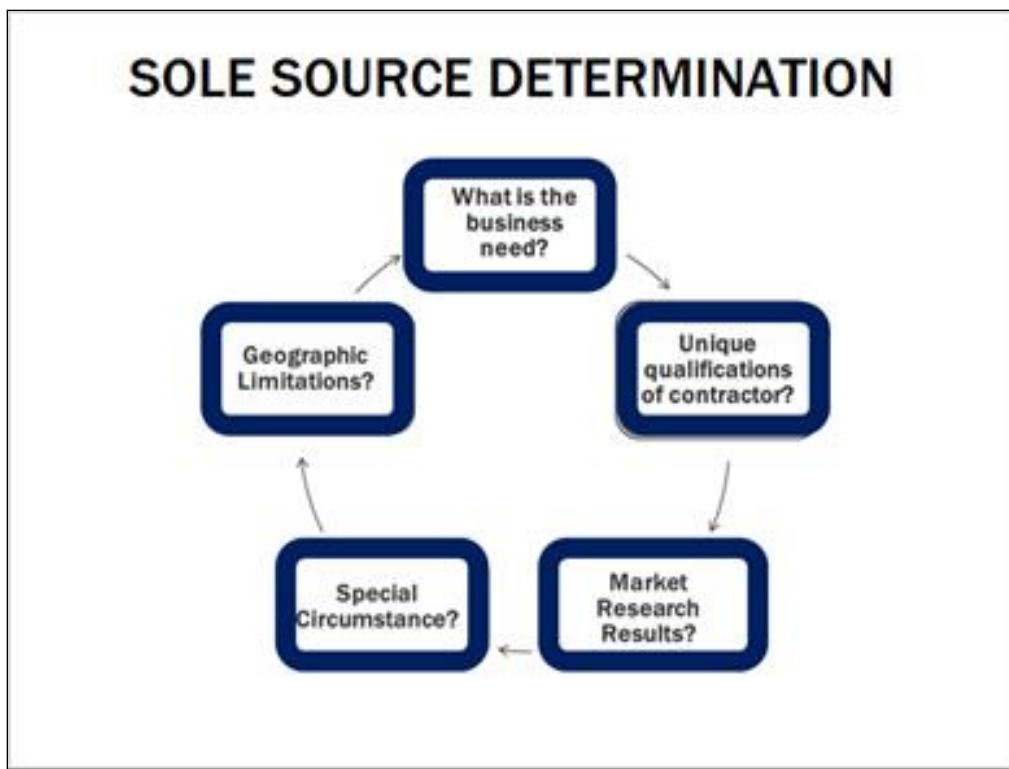
Listed below are the sole source requirements exemptions:



<b>Exemptions from Sole Source Requirements</b>	<ol style="list-style-type: none"> <li>1. Qualified Master Contracts and Direct Buy procurements.</li> <li>2. Qualified contracts with Community Rehabilitation Programs under RCW 39.26.230.</li> <li>3. Original equipment manufacturer (OEM) maintenance service contracts and parts purchases when procured directly from the OEM.</li> <li>4. Software maintenance and support services when procured from the proprietary owner of the software. The procurement of software maintenance and support from third party vendors is not exempt from this policy.</li> <li>5. Condition of Funding Contracts where the vendor is specifically required by a grant or legislation or a collaborative research project.</li> <li>6. Expert witness contracts with the Attorney General's Office, or agencies with administrative adjudicative authority.</li> <li>7. Contracts for medical, surgical and dental decisions made by medical professionals.</li> <li>8. Contracts related to educational curriculum.</li> <li>9. Contracts with Correctional Industries established under RCW 39.26.251.</li> <li>10. Contracts related to collaborative research.</li> <li>11. Interagency and interlocal agreements.</li> <li>12. Contracts for services related to banking supervision.</li> <li>13. Postal and postal service when not using consolidated mail.</li> <li>14. Utilities such as garbage, heat, sewer, cable television, power, water, fire protection and recycle services.</li> <li>15. Contracts and procurements related to professional development such as conferences, seminars, professional licenses and memberships, professional organizations, and professional publications.</li> <li>16. Replacement or repair of rental equipment when required by the rental agreement.</li> <li>17. Contracts with instate nonprofit agencies for the blind under RCW 19.06.020.</li> <li>18. Contracts awarded by institutions of higher education from non- state funds.</li> </ol>
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**Slide 31 - Sole Source Determination**



The following are general sole source justification questions to answer.

- Business need or problem that requires this contract?
- How did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable?
- Unique features, qualifications, abilities or expertise of the contractor?
- Market research conducted to conclude that alternative sources were inappropriate or unavailable?
- Detailed and compelling description of the costs and risks mitigated by contracting with this contractor
- Special circumstances such as confidential investigations, copyright restrictions, etc.?
- Unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process?
- Geographic limitations?
- Consequences of not having this sole source filing approved (include impact to the agency and to services it provides)?

In order to justify a sole source contract, as a Procurement Professional you will need to be able to clearly answer the questions outlined above.

Key questions to ask yourself...

- Do my answers address ALL of the questions?
- Do my answers provide enough details?
- Can my answer be understood by someone who knows little about the contract services?

Notes

### Slide 34 - Emergency Purchases

The slide content is enclosed in a black rectangular border. At the top left is the Washington State Department of Enterprise Services logo. Below the logo is the title "EMERGENCY PURCHASES" in large, bold, black capital letters. At the bottom left is a bulleted list of three items, each preceded by a blue checkmark.

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## EMERGENCY PURCHASES

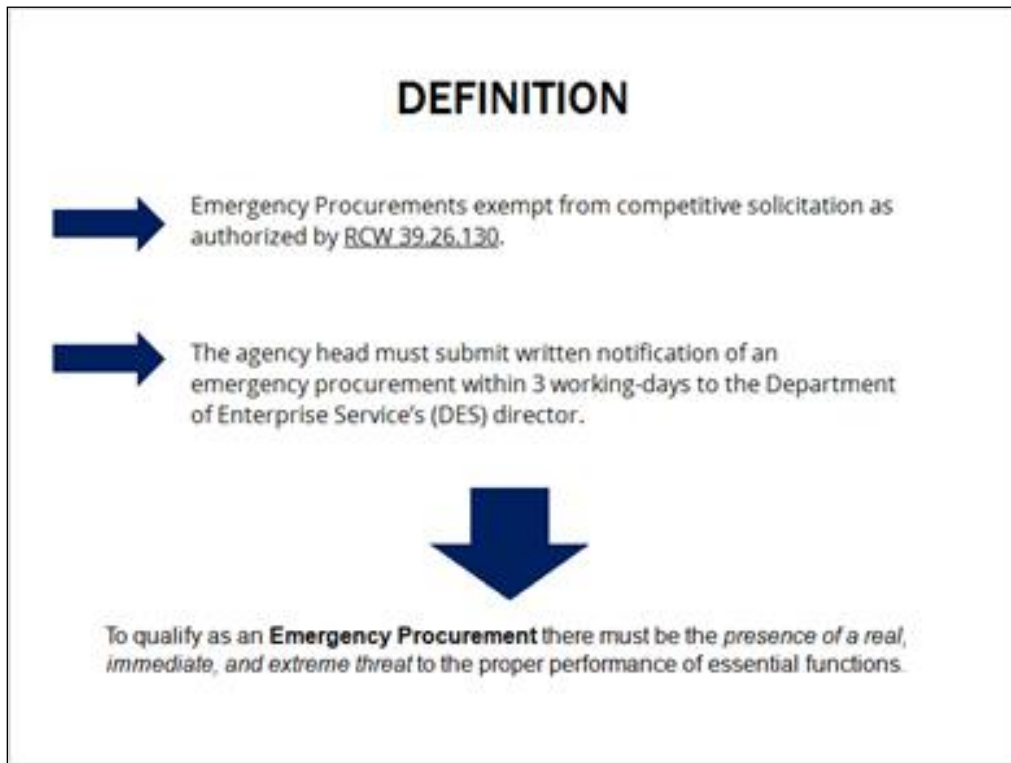
- ✓ Definition of an Emergency Purchase & Policy
- ✓ Justification for an Emergency Purchase
- ✓ Emergency Purchase Filing Steps

**Section Four** - Emergency Purchases will cover the following topics in more details:

- Definition of an Emergency Purchase & Policy
- Justification for an Emergency Purchase
- Emergency Purchase Filing Steps

Notes

### Slide 35 - Emergency Purchase



Emergency Procurements - are exempt from competitive solicitation as authorized by RCW 39.26.130.

Policy DES-130-00 provides the following information as it relates to Emergency Procurements/Purchases.

The agency head must submit written notification of an emergency procurement within 3 working-days to the Department of Enterprise Service's (DES) director.

To qualify as an emergency procurement there must be the presence of a real, immediate, and extreme threat to the proper performance of essential functions; or may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

Notes

### Slide 36 - Emergency Purchase



If an agency determines an Emergency Procurement or Purchase is justified, the SSCD (Sole Source Contract Database) will prompt the agency to provide the following information:

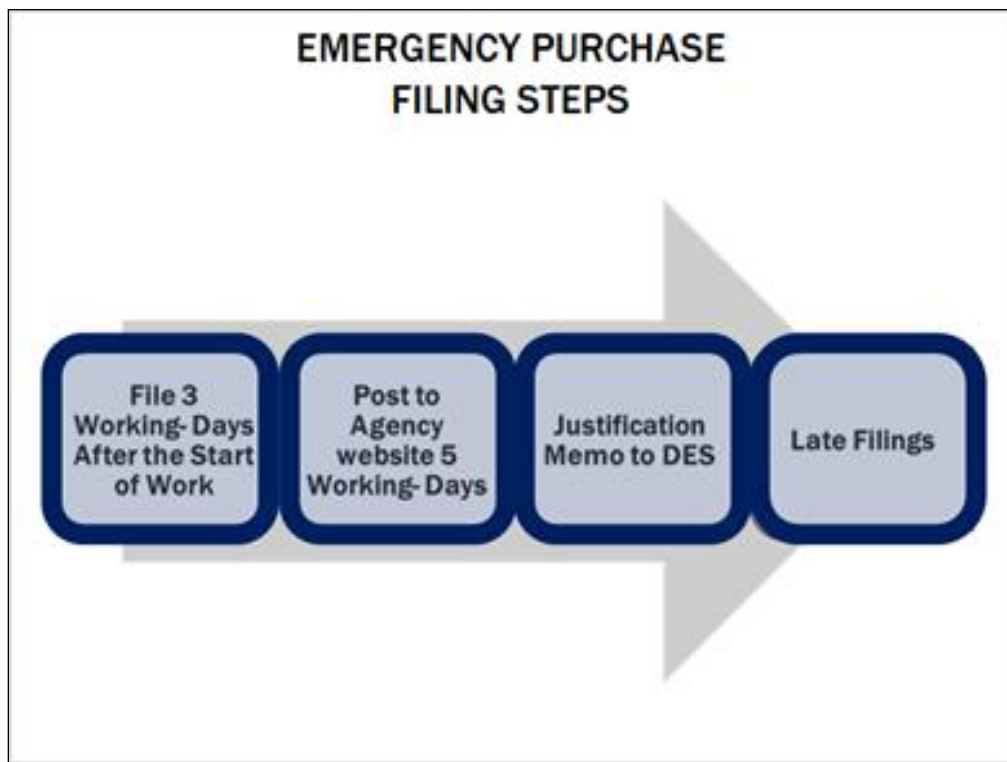
- An overview of the nature of the emergency including relevant circumstances.
- A description of the threat to the health or safety of individuals, property, or essential state

functions if immediate action is not taken to include an estimate of the potential material loss or damage.

- An account of how the contractor alleviated or eliminated the emergency to include a description of what the consequences would have been if the emergency action had not been taken and the risks associated with inaction.
- A summary of the contractor's qualifications, experience and background to provide the emergency service and the basis on which this contractor was selected over other qualified firms.
- Specify the costs, fees, or rates for the purchase.
- An uploaded copy of an Emergency Memo that has been signed by the agency head.

Notes

### Slide 37 - Emergency Purchase



Emergency Filing Steps - All emergency procurements must be reported using the DES Sole Source Contract Database (SSCD) within 3 business days of initiating the emergency

procurement (start of work or contract execution).

- The contract or information on how to access the contract must be posted on agency's website for the term of the contract or 5 working days, whichever is greater.

The following describe the steps associated with an Emergency Purchase filing:

- File 3 Working-Days After the Start of Work
- Post Contract to Agency website for term of Contract or 5 Working-Days, whichever is greater
- Emergency Purchase Justification Memo to DES
- Late Filings

There is no WEBS posting requirement for Emergency Procurements.

Notes

**The filing instructions are detailed in this table.**

	<b>State Agencies</b>	<b>Higher Ed</b>
<b>Filing Period</b>	3-working days after the start of work or contract execution, whichever is sooner	
<b>What to file</b>	Emergency contract greater than \$10K or \$13K and any subsequent amendments, justification and <b>memo approved by agency head.</b>	Emergency contract greater than \$10K or \$13K that include state funds that are greater than 50% of the total consideration and any subsequent amendments, justification and <b>memo approved by agency head.</b>
<b>DES Action</b>	Review or Return	
<b>Return</b>	If the emergency contract is <b>not in compliance with the rules</b> it will be returned to the agency and the agency's use of emergency contracts will be taken into consideration when conducting the agency's risk assessment.	
<b>Late Filing</b>	<ul style="list-style-type: none"> <li>• "Acknowledge" if the filing otherwise meets the requirements of an emergency</li> <li>• Return if the late filing does not meet the requirements of an emergency</li> </ul>	



**Slide 42 - Questions**



 Washington State Department of  
**Enterprise Services**

**QUESTIONS**

Questions after the training?  
Call Cheryl Shaw at (360) 407-9376.

There is a Resources page at the end of Module Two in this workbook with the relevant links and information to associated references.

If you have questions, contact Cheryl Shaw, Contract and Legal Services Training Manager, Department of Enterprise Services

## Resources

A Guide to the Project Management Body of Knowledge (PMBOK Guide) 5<sup>th</sup> Edition  
<http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>

DES Policies:

Contracting & Purchasing Policies, Training, and Resources

<http://des.wa.gov/services/ContractingPurchasing/Pages/default.aspx>

DES-125-03 – Direct Buy Procurements/Purchases (RCW 39.26.125)

[http://des.wa.gov/SiteCollectionDocuments/About/Procurement\\_reform/Policies/DirectBuyProcurementPurchases\\_3-7-13.pdf](http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/DirectBuyProcurementPurchases_3-7-13.pdf)

DES-130-00 – Emergency Procurements/Purchases (RCW 39.26.130)

[http://des.wa.gov/SiteCollectionDocuments/About/Procurement\\_reform/Policies/EmergencyProcurementPurchases\\_3-7-13.pdf](http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/EmergencyProcurementPurchases_3-7-13.pdf)

DES-140-00 – Sole Source Contracts (RCW 39.26.140)

[http://des.wa.gov/SiteCollectionDocuments/About/Procurement\\_reform/Policies/SoleSourceContractingPolicy\\_3-7-13.pdf](http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/SoleSourceContractingPolicy_3-7-13.pdf)

NIGP Code of Ethics

<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=abt-codeofethics>

OCIO Policy #121 – Information Technology Investment Approval and Oversight

<http://www-stage.ofm.wa.gov/ocio/policies/documents/121.pdf>

RCW 19.06.020 – Governmental Agencies Shall Purchase Goods and Services – Conditions

<http://apps.leg.wa.gov/RCW/default.aspx?cite=19.06.020>

RCW 28B.10.029 – (Higher Education) Property Purchase and Disposition – Independent Printing Production and Purchasing Authority – Purchase of Correctional Industries Products

<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10.029>

RCW 39.19 – Office of Minority and Women's Business Enterprises

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.19>

RCW 39.26 – Procurement of Goods and Services

<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26>

RCW 39.26.010 (17), (18) and (21) – Definitions

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.010>

RCW 39.26.090 – Director’s Duties and Responsibilities – Rules

<http://app.leg.wa.gov/rcw/default.aspx?cite=39.26&full=true#39.26.090>

RCW 39.26.130 – Emergency Purchase

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.130>

RCW 39.26.140(2) – Sole Source Contracts

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.140>

RCW 39.26.230 – Purchases from entities serving or providing opportunities through community rehabilitation programs

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.230>

RCW 39.26.251 – Purchase of articles or products from inmate work programs — Replacement of goods and services obtained from outside the state — Rules

<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.26.251>

RCW 42.52 – Ethics in Public Service

<http://app.leg.wa.gov/rcw/default.aspx?cite=42.52>

Washington Carbon Pollution Reduction and Clean Energy Action

<http://www.governor.wa.gov/office/execorders/documents/14-04.pdf>

State of Washington, Executive Order 14-04 – Washington Carbon Pollution Reduction and Clean Energy Action

<http://governor.wa.gov/office/execorders/documents/14-04.pdf>



#### Contact Us By Phone

For questions, feel free to contact us by phone at 360-407-2200.

#### Locations & Directions

Our headquarters office is at 1500 Jefferson, on the Capitol Campus in Olympia, Washington. DES operations are also located throughout the state.

Enterprise Services headquarters at 1500 Jefferson Building

#### Other Enterprise Services locations

DES Headquarters at 1500 Jefferson Building

The headquarters of Enterprise Services is the 1500 Jefferson Building, which will also serve as the state's new data center. The building is part of state government's historic Capitol Campus and is the newest structure built on the grounds since 1992.

#### Mailing Address

Washington State Department of Enterprise Services PO Box 41401 Olympia, WA  
98504-1401

#### Physical Location

1500 Jefferson Street SE Olympia, WA 98501