



STATE OF WASHINGTON

DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

[Date]

[Address]

[Address]

[Address]

[Address]

Subject: FY 2020 Procurement Risk Assessment Process

Dear [Agency Head]:

This letter announces the commencement of the next round of the Department of Enterprise Services (DES) granting of General Delegation of Authority to Washington State Agencies for the purchase of goods and services. DES is authorized to grant this authority provided it is based on a Procurement Risk Assessment process. DES uses a Risk Assessment Tool (Tool) to determine delegated authority for each agency, including specific restrictions on dollar amounts and/or specific types of goods and services. Agencies completed earlier versions of the Tool in 2014 and 2016.

Risk Assessment Improvements

DES has made improvements to the risk assessment process based on agency feedback. These changes should reduce the time it takes agencies to complete the Tool, and the time it will take DES to complete the process for each agency. The improvements should also help avoid delays and provide more time for DES to assist agencies with developing mitigation strategies to address potential procurement risks.

Updated Tools: Improvements to the Tool include improved clarity, elimination of duplicative questions, and incorporation of new procurement-related legal requirements. DES will also prepopulate the FY 2020 Tools with data such as an agency's contract history. DES will perform an initial analysis on this prepopulated data so that clarifying questions can be reviewed and answered by agency staff as they complete the Tool. These innovations are designed to eliminate delays based on back-and-forth communications regarding agency data which slowed down the 2016 risk assessment process.

Your agency is one of 47 agencies that must complete the full assessment Tool because your agency received a risk rating other than "Low Risk".

[Agency Head]

[Date]

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Your Risk Tool

A current version of the Tool – an Excel Spreadsheet – is attached with instructions. Please return the completed Tool to DES at DelegatedAuthority@des.wa.gov and send a copy to chris.liu@des.wa.gov. Please retain the originals for your records.

Approximate dates for completion of the Delegation of Authority process for your agency are as follows:

Risk Assessment Tool provided to agency: [Date]

Completed Tool returned to DES: [Date]

Delegation of Authority provided to agency: [Date]

Thank you

DES would like to take a moment to thank the dozens of agencies that have assisted in improving the Tool and making it more user-friendly and streamlined.

Contact

If you have any questions about the risk assessment process, or about how to complete the Tool, please contact the DES Procurement Risk Assessment Administrator Drew Zavatsky, (360) 407-7915, drew.zavatsky@des.wa.gov.

Sincerely,

Chris Liu
Director

cc:

Attachment: FY 2020 Procurement Risk Assessment Tool