

FY 2020 Procurement Risk Assessment INFORMATION SHEET

IMPROVED PROCESS

Under state law, the Department of Enterprise Services (DES) is tasked with procuring goods and services that state agencies need to support and maintain agency operations. [RCW 39.26.090\(5\)](#) requires DES to delegate its authority to purchase goods and services to agencies based on a risk assessment.

Risk assessments were previously done in 2014 and 2016. For the FY 2020 assessments, DES has made improvements to the risk assessment process based on agency feedback, which should:

- Reduce the time it takes agencies to fill out their assessments;
- Help avoid processing delays; and
- Help DES be more responsive to agencies' questions as they complete their assessments.

For FY 2020, agencies will either fill out a Procurement Risk Assessment (PRA) Tool or Checklist.

PROCUREMENT RISK ASSESSMENT TOOL

The PRA Tool will be used by 47 state agencies. DES will prepopulate the FY 2020 Tools with data such as an agency's contract history, and perform an initial analysis so that clarifying questions can be reviewed/answered by the agency as they are completing the Tool. [View a sample tool.](#)

PROCUREMENT RISK ASSESSMENT CHECKLIST

The PRA Checklist will be used by 57 state agencies that were determined to be in the Low Risk category in 2016. Note that if risks are surfaced through completing the Checklist, an Agency may need to provide additional information to better evaluate the Agency's procurement risk management practices. In certain circumstances, it may become necessary for an Agency to complete the Tool (or a relevant portion of it). [View a sample checklist.](#)

PROCUREMENT RISK ASSESSMENT TIMING

The schedule for when agencies will receive their PRA Tools and Checklists is provided below. Because Tools are provided to agencies in higher risk categories, they are disseminated first. The schedule provides each agency with six weeks to respond to the Tool; Checklists are to be

completed within five weeks. The intent is to have each agency's updated delegation of authority letter completed within eleven weeks after receiving the Tool, and four weeks after receiving the Checklist.

Agency	Tool Sent to Agency	Tool Due from Agency
Alfalfa Commission	1/15/20	2/19/20
Arts Commission	4/1/20	5/6/20
Asparagus Commission	11/27/19	12/18/19
Attorney General's Office	3/18/20	4/22/20
Blueberry Commission	11/20/19	12/25/19
Board of Pilotage Commissioners	1/22/20	2/26/20
Board of Tax Appeals	5/13/20	6/17/20
Caseload Forecast Council	2/5/20	3/11/20
Center for Deaf & Hard of Hearing Youth	10/21/19	11/27/19
Commission on Pesticide Registration	11/13/19	12/18/19
Department of Agriculture	3/4/20	4/8/20
Department of Archaeology and Historic Preservation	4/8/20	5/13/20
Department of Children, Family and Youth	1/15/20	2/19/20
Department of Ecology	4/15/20	5/20/20
Department of Enterprise Services	10/30/19	12/4/19
Department of Fish & Wildlife	10/21/19	11/27/19
Department of Health	3/2/20	4/13/20
Department of Natural Resources	5/27/20	7/1/20
Department of Services for the Blind	2/19/20	3/25/20
Department of Social and Health Services	5/13/20	6/17/20
Department of Transportation	6/3/20	7/8/20
Eastern Washington State Historical Society	12/11/19	1/15/20
Fruit Commission	2/12/20	3/18/20
Governor's Office of Indian Affairs	1/8/20	2/12/20
Hardwood Commission	10/30/19	12/4/19
Health Care Authority	4/29/20	6/3/20
Horse Racing Commission	12/11/19	1/15/20
Human Rights Commission	10/14/19	11/20/19
Lottery Commission	12/18/19	1/22/20
Materials Management & Financing Authority	5/27/20	7/1/20
Mint Commission	1/8/20	2/12/20
Office of Administrative Hearings	3/11/20	4/15/20
Office of the Insurance Commissioner	5/6/20	6/10/20
Oilseeds Commission	12/25/19	1/29/20
Parks Department	4/29/20	6/3/20

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Pollution Liability Insurance Agency	3/4/20	4/8/20
Potato Commission	3/11/20	4/15/20
Pulse Crops Commission	12/25/19	1/29/20
Red Raspberry Commission	4/1/20	5/6/20
School for the Blind	4/8/20	5/13/20
State Auditor's Office	2/19/20	3/25/20
State Board of Community and Technical Colleges	5/6/20	6/10/20
Turf Seed Commission	1/22/20	2/26/20
Washington State Historical Society	12/18/19	1/22/20
Washington State Patrol	4/15/20	5/20/20
Wine Commission	2/5/20	3/11/20
Workforce Training & Education Coordinating Board	4/1/20	5/6/20

Agency	Checklist Sent to Agency	Checklist Due from Agency
Apple Commission	7/1/20	7/29/20
Beef Commission	7/15/20	8/12/20
Beer Commission	8/12/20	9/9/20
Board for Volunteer Firefighters & Reserve Officers	9/9/20	10/7/20
Board of Industrial Insurance Appeals	9/23/20	10/21/20
Charter School Commission	7/29/20	8/26/20
Commission on African American Affairs	10/21/20	11/18/20
Commission on Asian Pacific American Affairs	7/29/20	8/26/20
Commission on Hispanic Affairs	10/7/20	11/4/20
Commission on Salaries for Elected Officials	12/2/20	12/30/20
County Road Administration Board	6/17/20	7/15/20
Cranberry Commission	12/30/20	1/27/21
Criminal Justice Training Commission	8/26/20	9/23/20
Dairy Commission	12/30/20	1/27/21
Department of Commerce	9/23/20	10/21/20
Department of Corrections	7/15/20	8/12/20
Department of Financial Institutions	7/29/20	8/26/20
Department of Labor & Industries	12/16/20	1/13/21
Department of Licensing	10/7/20	11/4/20
Department of Retirement Services	9/9/20	10/7/20
Department of Revenue	8/26/20	9/23/20
Department of Veterans Affairs	10/21/20	11/18/20
Economic & Revenue Forecast Council	7/1/20	7/29/20
Employment Security Department	11/18/20	12/16/20
Environmental & Land Use Hearings Office	7/1/20	7/29/20
Freight Mobility Strategic Investment Board	12/2/20	12/30/20
Gambling Commission	8/12/20	9/9/20
Grain Commission	7/15/20	8/12/20
Hanford Area Economic Investment Fund	12/2/20	12/30/20

Agency	Checklist Sent to Agency	Checklist Due from Agency
Health Care Facilities Authority	11/18/20	12/16/20
Hop Commission	6/17/20	7/15/20
Housing Finance Commission	12/16/20	1/13/21
Law Enforcement Officers and Firefighters Plan 2 Retirement Board	10/7/20	11/4/20
Life Sciences Discovery Fund Authority	12/2/20	12/30/20
Liquor & Cannabis Board	11/4/20	12/2/20
Military Department	9/9/20	10/7/20
Office of Financial Management	10/21/20	11/18/20
Office of Minority and Women's Business Enterprises	11/18/20	12/16/20
Office of the Lieutenant Governor	12/30/20	1/27/21
Office of the Secretary of State	9/23/20	10/21/20
Office of the State Treasurer	11/4/20	12/2/20
Office of the Superintendent of Public Instruction	9/9/20	10/7/20
Public Disclosure Commission	7/15/20	8/12/20
Public Employment Relations Commission	11/18/20	12/16/20
Puget Sound Partnership	10/7/20	11/4/20
Puget Sound Salmon Commission	12/30/20	1/27/21
Recreation and Conservation Office	9/23/20	10/21/20
Seed Potato Commission	11/4/20	12/2/20
State Board of Accountancy	8/26/20	9/23/20
State Conservation Commission	6/17/20	7/15/20
State Investment Board	8/12/20	9/9/20
Student Achievement Council	10/21/20	11/18/20
Traffic Safety Commission	8/12/20	9/9/20
Transportation Improvement Board	12/16/20	1/13/21
Transportation Commission	7/1/20	7/29/20
Tree Fruit Research Commission	12/16/20	1/13/21
Utilities & Transportation Commission	7/29/20	8/26/20