




STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

DATE: Jan. 15, 2019

TO: State Agency Directors, Presidents of Higher Education Institutions, Directors of Boards and Commissions

FROM: Chris Liu, Director, Department of Enterprise Services 

SUBJECT: New Required Phase II Contract Management Training

Enterprise Services is launching a new contract and procurement training that focuses on how to more effectively manage contracts. This is Phase II of the training program Enterprise Services is tasked with developing under state law.

This training requirement is important because under the law (RCW 39.26.110), no state employee can legally execute or manage contracts unless they have met their training obligation. This training also provides valuable tools to help state employees fulfill the requirement for performance-based contracting (RCW 39.26.180) and to be better stewards of taxpayer dollars.

Enterprise Services estimates that about 7,000 employees will need to complete this required training. It will become available on Jan. 31, 2019 and must be completed by July 31, 2019. After July 2019, employees who are newly assigned to administer, monitor, or manage contracts must complete the training within 90 days of being assigned such roles.

About the training

Employees who completed WA-State Contract Management 101 during Phase I and who have the role and responsibility to administer, monitor and manage a contract will need to complete the new training. Supervisors that directly manage staff in these roles are also required to take the same training course as their employees. For assistance determining who needs the new training, please visit our [Contract Management Training Program](#) webpage.

Three training tracks are available based on the complexity and risk of the contract(s) managed. Employees and direct supervisors are only required to take the training track that most closely aligns with the risk level of contracts they manage.

- WA-State Contract Management 201, Basic Contract Management with Low-Risk Contracts: Six module-training track, or about five hours including prerequisite.

- WA-State Contract Management 301, Intermediate Contract Administration with Medium-Risk Contracts: Six module-training track, or about six hours including prerequisite.
- WA-State Contract Management 401, Advance Contract Management with High-Risk Contracts: Seven module-training track, or about seven hours including prerequisite.

Prerequisite:

- WA-State Contract Management 102: Three module-training track, or about two hours.

We know it's an investment in time, so the training is broken up into units to make it easier to fit into the work day. The training is available 24/7 online. Employees can register through the state's online Learning Management System at no cost.

Thank you

I appreciate your patience during the six-month hold we put on launching this training. It allowed us to incorporate additional valuable feedback and deliver a more streamlined program. The time it takes to complete the training was reduced, and the training is now designed to meet the needs of visual, audio, and kinesthetic learners.

I want to thank the 24,000 employees who completed the initial, Phase I, contract and procurement training program. The courses offered in Phase I provided a valuable overview of state requirements for procurement and contract management. I also want to thank all of the people whose up-front involvement helped tailor Phase II content to meet employee needs throughout the development process. The Contracts and Procurement Training Advisory Group, made up of individuals from many of your agencies and organizations, provided especially valuable input.

I greatly appreciate your continued support as we move into Phase II. The world of contracting is becoming more and more complex. Our employees are our most important resource, and they deserve our support in this increasingly challenging environment.

Questions

If you have questions about the contract management training, please contact Procurement Training Specialist Teresea Ruder, Teresea.Ruder@des.wa.gov, 360.407.9015.