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WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES

# State Master Contracts Sales Reporting

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## Information Covered

- What is the contract management fee
- Where to find information on the management fee on a bid document
- How to report management fee
- What you may encounter in reporting management fees

## Contract Management Fee

Master contracts awarded by DES will be subject to a management fee, paid by the contractor to DES.

The management fee will be 1.50 percent of contract sales/purchase price for work orders.

The purchase price is defined as total invoice price less sales tax. No management fee will be assessed against sales tax.

Example: Total sales (less sales tax) x .0150 = management fee.  
You will need to submit a report for each quarter, including zero sales.

## Contract Management Fee

The management fee will be based on total contract sales, which must be reported quarterly by the contractor in the Contract Sales Reporting System. DES will provide a login password and a required vendor number.

Quarterly reports are due:

<b>Sales invoiced</b>	<b>Due date</b>
<b>Quarter 1</b>	(Jan.1 through March 31) April 30
<b>Quarter 2</b>	(April 1 through June 30) July 31
<b>Quarter 3</b>	(July 1 through Sept. 30) Oct. 31
<b>Quarter 4</b>	(Oct. 1 through Dec. 31) Jan. 31

## Where to find information on a bid document

- 3.1. **PRICING.** Bid prices must include all cost components needed for the delivery of the goods and/or services as described in this IFB. See [Exhibit C – Bid Price](#). A bidder's failure to identify all costs in a manner consistent with the instructions in this IFB is sufficient grounds for disqualification.
- **Inclusive Pricing:** Bidders must identify and include all cost elements in their pricing. In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be bidder's price as submitted. Except as provided in the Master Contract, there shall be no additional costs of any kind.
  - **Credit Cards (P-Cards):** In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be the same regardless of whether purchasers make payment by cash, credit card, or electronic payment. Bidder shall bear, in full, any processing or surcharge fees associated with the use of credit cards or electronic payment.
  - **Vendor Management Fee:** The resulting Master Contract from this IFB will include a Vendor Management Fee as specified in the Master Contract attached as [Exhibit D – Master Contract](#).



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## Where to find information on a bid document (cont'd)

### 8. CONTRACTOR SALES REPORTING; VENDOR MANAGEMENT FEE; & CONTRACTOR REPORTS.

8.1. MASTER CONTRACT SALES REPORTING. Contractor shall report total Master Contract sales quarterly to Enterprise Services, as set forth below.

## Where to find information on a bid document (cont'd)

8.2. **VENDOR MANAGEMENT FEE.** Contractor shall pay to Enterprise Services a vendor management fee (“VMF”) of 1.50 percent on the purchase price for all Master Contract sales (the purchase price is the total invoice price less applicable sales tax).

- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total Master Contract sales invoiced (not including sales tax) x .0150.



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## Common Contract Sales Reporting Questions

- Vendor Number
- Contract Number
- Quarters to Report
- Finding Agency Information





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## Contract Management Fee Notification

This email serves as a reminder that your quarterly Contract Sales Report is due at the end of this month for vendor number WXXX on contract XXXXX. To determine which quarter(s) is due please access your account on our online [Contract Sales Reporting System](#).

Reports must be submitted in the month following the quarter and before the Report Due dates listed below.

<u>Sales invoiced</u>	<u>Due date</u>
Quarter 1 (Jan. 1 through March 31)	APRIL 30
Quarter 2 (April 1 through June 30)	July 31
Quarter 3 (July 1 through Sept. 30)	Oct. 31
Quarter 4 (Oct. 1 through Dec. 31)	Jan. 31

If you had no contract sales in a quarter you are still required to submit a report showing zero sales. If your contract starts or ends during a quarter you must report contract sales for that portion of the quarter that your contract was in effect. Contractors are required to report quarterly contract sales by dollar amount and customer name (agency, higher education, county, city, etc.). To finalize your report, please remember you must click on the Submit Sales Report button to transmit your report.

Quarterly reporting is a contract condition agreed to when you accepted this contract. Timely performance of the contract sales reporting is not only a requirement, but also an important consideration in the evaluation and decision to extend or rebid this contract. Failure to report sales or reporting sales late is a breach of contract and may be cause for contract termination.

If you need assistance with the reporting process, please contact your Contracts and Procurement Contract Administrator. Customer Service at [contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov) or 360.407.2210 is also available to assist you.

Thank you for your prompt attention to this requirement.

State of Washington  
Department of Enterprise Services  
Contracts & Legal Services



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# Contract Sales Reporting Login

<https://fortress.wa.gov/ga/apps/CSR/login.aspx>

## Contract Sales Reporting System



### Login

Welcome to Enterprise Services' online Contract Sales Reporting tool for contract vendors.

Please enter your Email Address and Password to log on.

If you do not have an Email Address or Password, or if you are having system trouble, please contact Customer Service at (360) 407-2210 or [contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)

[Forget your password?](#)

Login ID:

Password:

**Contract Sales Reporting Worksheet** - Lists all customer/organizations to be used as a tool to gather customer/organization sales data offline before logging on and reporting sales.

#### New Training Video Available!

[Click here to view the online video](#) on how to submit sales data into the Contract Sales Reporting System.

#### Reporting Instructions

[Click here for instructions](#) on how to submit sales data into the Contract Sales Reporting System.





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# Contract Sales Reporting Walkthrough

Contract Sales Reporting System



Welcome fake | Logout

## Select contract & reporting period

Vendor #: W53770

Contract #: 06515 - Landscaping (Test Contract)

[View Management Fee Invoices](#)

Reporting Year: 2016

Reporting Qtr: Qtr 1

Contract Title: Landscaping (Test Contract)

Contract Administrator: Ron Weasley

Admin Phone: (360) 123-5555

Admin Email: ron.weasley@fake.net

Vendor Name: GREENSCAPES (TEST COMPANY)

Vendor Start Date: 04-01-2014

Vendor End Date: 04-01-2016

Vendor Contact Name: Fake Fake

Contact Phone: (206) 555-5555

Contact Email: tester@test.com

Sales Reporting History

Year	QTR 1	QTR 1 \$	Qtr 2	Qtr 2 \$	Qtr3	Qtr 3 \$	Qtr 4	Qtr 4 \$	Total
2015	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2016	N	\$0.00	P	\$0.00	X	\$0.00	X	\$0.00	\$0.00

X = Not required to report

Y = Have reported sales

N = Have not reported sales

P = Sales reporting in progress

If the information provided here is incorrect, please contact Customer Service at (360) 407-2210 or [contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)

Check here if sales equal zero for the year and quarter you are reporting.

Import sales from file. [Help](#)

Next



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## Enter Sales

[Help](#)

Display By:  Customer Name  Customer Number

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Show All](#)

Please select a letter of the alphabet for the organization you wish to report sales for.

#	Customer/Organization Name	MCUA	Sales Amount
21401	ABERDEEN CITY OF	Y	<input type="text" value="0"/>
35005	ABERDEEN SCHOOL DISTRICT 5	Y	<input type="text" value="0"/>
165	ACCOUNTANCY STATE BOARD OF	Y	<input type="text" value="0"/>
035	ACTUARY OFFICE OF THE STATE	Y	<input type="text" value="0"/>
10100	ADAMS COUNTY	Y	<input type="text" value="0"/>
30104	ADAMS COUNTY CONSERVATION DISTRICT	N	<input type="text" value="0"/>
30100	ADAMS COUNTY FIRE DISTRICT	Y	<input type="text" value="0"/>
39312	ADAMS COUNTY HEALTH DISTRICT	N	<input type="text" value="0"/>
39403	ADAMS COUNTY LIBRARY DISTRICT 1	N	<input type="text" value="0"/>
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT	N	<input type="text" value="0"/>
110	ADMINISTRATIVE HEARINGS OFFICE OF	Y	<input type="text" value="0"/>
055	ADMINISTRATIVE OFFICE OF THE COURTS	Y	<input type="text" value="0"/>
35210	ADNA SCHOOL DISTRICT 226	N	<input type="text" value="0"/>
39010	AFFILIATED HEALTH SERVICES	N	<input type="text" value="0"/>
110	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE	Y	<input type="text" value="0"/>



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39328	ASSOCIATION OF PROSECUTING ATTORNEY	N	<input type="text" value="0"/>
83355	ASSOCIATION OF WASHINGTON BUSINESSES	N	<input type="text" value="0"/>
39011	ASSOCIATION OF WASHINGTON CITIES	N	<input type="text" value="0"/>
82374	AT WORK	N	<input type="text" value="0"/>
100	ATTORNEY GENERAL OFFICE OF THE	Y	<input type="text" value="0"/>
21702	AUBURN CITY OF	Y	<input type="text" value="0"/>
35408	AUBURN SCHOOL DISTRICT 408	Y	<input type="text" value="0"/>
095	AUDITOR OFFICE OF THE STATE	Y	<input type="text" value="0"/>
62408	AURORA CITY OF	N	<input type="text" value="0"/>

Enter Misc Sales

Review Sales

Save / Submit Later



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## Contract Sales Reporting System



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### Enter Sales for Misc Organizations

Please enter miscellaneous org sales for organization not found in Section 2.

Customer/Org Name	Sales Amount	
<input type="text" value="City of Olympia"/>	<input type="text" value="\$700.00"/>	<a href="#">Update</a> <a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Misc Customer/Org"/>

CITY OF OLYMPIA has been added to misc sales



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## Contract Sales Reporting System



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### Review Sales

#### Organization Sales

#	Customer/Org Name	Sales Amount
21401	ABERDEEN CITY OF	\$500.00
<b>Total Sales:</b>		<b>\$500.00</b>

#### Miscellaneous Sales

Customer/Org Name	Sales Amount	
City of Olympia	\$700.00	
<b>Total Sales:</b>		<b>\$700.00</b>

Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

[Edit Misc. Sales](#)

[Edit Customer/Org Sales](#)

[Submit Sales Report](#)

[Save / Submit Later](#)



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## Contract Sales Reporting System



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### Sales Reporting Confirmation

Thank you for reporting sales for:

Vendor #: W53770

Contract #: 06515

Year: 2016

Quarter: 1

You should receive an email confirming your sales report.

For any questions, please contact Customer Service at (360) 407-2210 or by email at [contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)

[Report sales for another reporting period](#)



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## Contact for Sales Reporting

To report your quarterly sales, go to the DES Contract Sales Reporting System portal page and log in. If you forgot it, you can reset your password by selecting 'Forgot your password?'. If you need direct help, call DES as **(360) 407-2210** or email us: **[contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)**.



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### **Reporting Instructions**

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# Questions?



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Thank you



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