



## **IT Contracts Reporting - Frequently Asked Questions (FAQs)**

### **What is an information technology (IT) contract?**

An IT contract is for goods and/or services as defined in [RCW 43.105.020 sections 6 through 9](#).

### **Why do we have to report our IT contracts information?**

The IT Contracts Report is required by a proviso in section 150(10)(a) of the [2019-2021 operating budget](#). The proviso requires DES to receive, compile, and submit all state agency IT contracts each year to the legislative fiscal committees.

### **When is the IT Contracts Report due to DES?**

IT Contracts Reports are due to DES Oct. 15 of every year. If the 15<sup>th</sup> falls on a weekend it will be due on the Monday following the weekend. DES must compile the reports and submit them to legislative fiscal committees by Oct. 31.

### **Why do we have to report pre-FY16 and post-FY24 amounts?**

The proviso requires contract amounts by fiscal year. This includes all fiscal years for an active IT contract. DES will reach out to agencies that report pre and post amounts to get a breakdown by fiscal year to provide to the legislative fiscal committees.

### **Instead of waiting for DES to reach out for pre-FY16 and post FY-24 detail, can we add amount columns to the template and send in all fiscal year amounts at once?**

Yes. If you have pre-FY16 or post-FY24 amounts and want to send us all the detail in your first report, we will accept the report.

### **Are we still required to submit a Contract Transparency Report in accordance with RCW 39.26.210?**

Yes. The IT Contacts Report does not substitute or replace the Contract Transparency Report. Both reports need to be submitted every year.

### **What is the reporting period?**

The proviso requires agencies to provide a snapshot of their active IT contracts as of June 30 every year.

## Do we have to report amendments as a separate contract similar to Contract Transparency Reporting?

No. Amendments do not need to be reported separately. Agencies only need to provide a snapshot of active IT contract as of June 30 each year. Amendment changes should be rolled into one row on the template. For instance, if an amendment increases the contract amount, add the amount to the total contract amount as well as the appropriate fiscal year.

## Do we need to include tax in the contract cost?

Exclude tax from the contract cost; however, if your system is unable to separate tax, report the contract maximum/contract value. A general rule is to err to the side of over reporting rather than under reporting.

## What are the IT towers?

The [IT towers](#) established by the [Technology Business Management Council](#) and include:

- **Application** (Includes Application Development, Application Support and Operations, and Business Software)
- **Compute** (Includes Servers, Unix, Midrange, Converged Infrastructure, Mainframe, and High Performance Computing)
- **Data Center** (Includes Enterprise Data Center and Other Facilities)
- **Delivery** (Includes IT Service Management, Program, Product and Project Management, Client Management, and Operations Center)
- **End User** (Includes Workspace, End User Software, Mobile Devices, Network Printers, Conferencing and AV, IT Help Desk, and Deskside Support)
- **IT Management** (Includes IT Management and Strategic Planning, IT Finance, and IT Vendor Management)
- **Network** (Includes LAN/WAN, Voice, and Transport)
- **Output** (Includes Central Print)
- **Platform** (Includes Database, Middleware, Mainframe Database, and Mainframe Middleware)
- **Security** (Includes Security, Compliance, and Disaster Recovery)
- **Storage** (Includes Online Storage, Offline Storage, Mainframe Online Storage, and Mainframe Offline Storage)

## How do I report a contract that falls under more than one IT tower?

If a contract falls under one or more tower, include the percentage of work for each tower under the appropriate column. For example, if a contract is 30% Network, 40% Security, and 30% Application, put 30 under the Network column, 40 under the Security column, and 30 under the Application column. The total column should equal 100%.

## Do we need to report a contract that has an IT component when the IT component is not a majority of the work?

Yes. Report the percentage of each IT tower and non-IT related work under the appropriate column of the reporting template. For example, if a contract is 20% IT and 80% non-IT, the 20% IT work needs be distributed under the appropriate IT Tower(s) and the 80% non-IT related work will go under the non-IT column. The total column should equal 100%.

## **Where do I submit my report?**

Please [submit your report](#) using the link and uploading the file. A confirmation receipt will be sent to you via email from [desitcontractsreporting@des.wa.gov](mailto:desitcontractsreporting@des.wa.gov). Email submissions will not be accepted.

## **Should the contract cost be positive or negative figures?**

It depends. Revenue contracts should be reported as negative figures. All other contracts should be reported as positive figures.

## **Do we need to report direct buys?**

It depends. Direct Buys do not need to be reported unless they contain a statement of work.

## **Do we need to report IT purchases made through Master Contracts?**

Yes. All IT purchases made through DES Master Contracts need to be reported by your agency. DES has put together a [list](#) of Master Contracts that include an IT good or service component as defined by [RCW 43.105.020 section 6 through 9](#).

## **Should I report leases and purchases through DES?**

Yes, you must report leases and purchases DES has procured on your behalf.

## **Should we include interagency agreements in our report?**

Yes, include all IT contracts.

## **Should we report contracts for central services?**

Do not submit any payments made to OFM, DES, and CTS as part of the central service model or to CTS Fee for Service purchases.

## **Should the total contract amount be the sum of the fiscal year columns?**

Yes. The total column should be the sum of all of the fiscal year amount columns.

## **Do we have to report purchase order or field orders from contracts that we do not own?**

Unless the agency that owns the contract is reporting your purchases, you must report your IT purchases. [DES Master Contract](#) purchases should be included in your report.

## **How do we report the amounts for contracts that are fee for service or do not have a maximum amount?**

For past fiscal years, report the amounts your agency has actually spent on the contract. For future fiscal years, report \$0 if you do not have any planned purchases.

## **Who should be contacted if I have questions?**

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