



IT Contracts Reporting

IT Contracts Reporting - Objectives

- Understand IT contracts reporting requirements
- Understand what to report and how to report
- Learn how to use the reporting spreadsheet tool



IT Contracts Reporting – Why?

Why do agencies have to report their IT contracts?

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.

To meet this requirement, all state agencies and higher education institutions must annually submit a list of their IT contracts to DES.



IT Contracts Reporting – What?

What do Agencies Have to Report?

All agency active IT Contracts as of June 30 of each year need to be reported.

An IT Contract is a contract is for a good and/or service that falls under one of the [IT Towers](#) or meets the definition of IT under [RCW 43.105.020 sections 6 thru 9](#).

Use your best judgement when reporting contracts.



IT Contracts Reporting – IT Towers

What is an IT Tower?

IT Towers were created by the Technology Business Management council to provide a standard terminology for IT, Finance, and Business Leaders to track IT costs. The towers include:

- Application
- Compute
- Data Center
- Delivery
- End User
- IT Management
- Network
- Output
- Platform
- Security
- Storage



IT Contracts Reporting – Data Elements

What Data Elements Do Agencies Report?

Agency contract staff must collect the following data elements from their contract management systems:

- Agency Name
- Contract Number
- Vendor Name
- Contract Term Start Date
- Contract Term End date
- Contract Dollar Amount by Fiscal Year
- Total Contract Dollar Amount
- Type of service



IT Contracts Reporting – How?

How Do Agencies Report?

- Agency staff collect the contract data from their systems and records
- Download the template: [IT Contracts Reporting Template](#)
- Save as “Your Agency” IT Contracts Report “Year”
 - ex: DESITContractsReport2019.xlsx
- Copy/Paste contracts data into the template
- Review data before submission (DES will not scrub data on behalf of agencies)
- Submit your report by [uploading your file](#)
- A confirmation email will be sent to you from DESITContractsReporting@des.wa.gov



IT Contracts Reporting – Contract Numbers

Reporting Tips

What if we do not assign contract numbers?

- Develop a simple numbering approach in your spreadsheet. For example, [Acronym]-0001; then let Excel fill the series for you



IT Contracts Reporting – Calculating Cost

Reporting Tips

How to figure the Cost of the contract

- If contracts have a stated Maximum Consideration, use that amount
- If contracts are Fee For Service with no maximum, record these contracts as \$0.00 in the Total Contract Amount Column, but include the contract amounts for each fiscal year



IT Contracts Reporting - Component

Reporting Tips

What if an IT good or service is only a component of the contract and not the majority of work?

Report it. Add percentage of the contract that is IT related under the appropriate IT Towers and add the non-IT related work under the non-IT column. Include the dollar amount for both IT and non-IT related work for each fiscal year and in Total Contract Amount.



IT Contracts Reporting – Multiple Towers?

Reporting Tips

What if a contract falls under more than one tower?

Report the percentage of the each tower in the appropriate column. The total percentage column should equal 100%.



IT Contracts Reporting - Resources

Resources

[IT Contract Reporting Web Page](#)

[IT Contracts Reporting Template](#)

[FAQ's](#)

[IT Towers](#)

Contact Information

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