



2019 Agency Contracts and IT Contracts Reporting

We are following up on the communication sent in June regarding your annual [Agency Contracts Report](#) and the reporting requirements in a proviso in section 150(10)(a) of the 2019-2021 [operating budget](#), which directs DES to receive, compile, and submit all state agency information technology (IT) contracts each year to the legislative fiscal committees.

Agency Contracts Report

Updates

This year's regular Agency Contracts Report will only be slightly modified by adding an optional field for statewide vendor number. Please see the Agency Contracts Reporting [webpage](#) for the [new reporting template](#) and [FAQs](#).

Deadline

The due date for this report has been extended to **Sept. 15, 2019**.

Report Submission

Please submit your reports by uploading them to our [Box account for Agency Contracts](#).

Proviso: IT Contracts Report

A second and separate report will be needed to fulfill the [IT Contracts Report](#).

Deadline

The proviso requires all IT contracts be received, compiled, and submitted by DES to legislative fiscal committees each year by Oct. 31. For this reason, the **IT Contracts Report is due to DES by Oct. 15, 2019**.

Requirements

The proviso states the report must include agency name, contract number, vendor name, contract term start and end dates, total contract dollar amount, contract dollar amount by fiscal year, and type of service. DES, in collaboration with the Office of the Chief Information Officer, and legislative staff have agreed to use the [Technology Business Management Council](#) IT towers for grouping the types of IT services.

The proviso requires contract amounts by fiscal year. This includes all fiscal years for an active IT contract. DES will be reaching out to agencies who report pre FY16 and post FY24 amounts to get a breakdown by fiscal year to provide to the legislative fiscal committees.

Reporting assistance

We have created a [template](#) and [guide](#) to help with the reporting process. Please visit our [IT Contracts Reporting webpage](#) to find the report [template](#), a [guide for reporting](#), and [FAQs](#).

Report Submission

Reports should be uploaded to our [Box account for IT Contracts](#).

We realize this is a tight timeline that will require resources across the agency so we appreciate the time you'll be taking to prioritize the work in order to meet the deadline.

Questions

IT Contracts Reporting

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