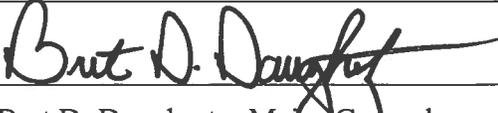




Department Policy No. FIN-111-02

Title:	Procurement, Contracting and Leasing
Former Number:	12-00
Authorizing Source:	<p>Title <u>39 RCW</u>, Public Contracts and Indebtedness, selected chapters <u>.04</u>, <u>.06</u>, <u>.08</u>, <u>.10</u>, <u>.12</u>, <u>.19</u>, <u>.26</u>, <u>.28</u>, <u>.30</u>, <u>.33</u>, and <u>.34</u>, <u>.80</u></p> <p>Chapter <u>41.06.142 RCW</u> Purchasing Services by Contract</p> <p>Chapter <u>43.52 RCW</u>, Ethics in Public Service</p> <p>Title <u>2 CFR</u>, Grants and Agreements</p> <p>Title <u>200 WAC</u> Department of Enterprise Services, selected chapters <u>300</u>, <u>305</u>, <u>310</u> , <u>320</u>, and <u>330</u></p> <p>Title <u>292 WAC</u>, Ethics in Public Service</p> <p><u>Department of Enterprise Policies</u></p> <p><u>Chapter 16 State Administrative & Accounting Manual (SAAM)</u>, Client Service Contracts</p> <p><u>141.10</u> , <u>OCIO Polices</u>, <u>Securing Information Technology Assets Standards</u>Interim Delegated Authority under RCW 39.26.090</p> <p>Delegation of Public Works Authority by Department of Enterprise Services</p> <p>Washington Military Department Policy <u>DIR-011-13</u>, Delegated Authorities for Business Processes</p>
Information Contact:	Contracts and Payroll Administrator Building #9 (253) 512-8068
Effective Date:	June 23, 2002
Mandatory Review Date:	October 1, 2018
Revised:	October 1, 2014
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

To provide the governing authorities for procurement, contracting and leasing practices of the Washington Military Department (WMD) and establish the authority of the State Finance Division's Contracts Office (further referred to as the Contracts Office) for contracting and procurement oversight and management.

Scope

This policy applies to WMD employees, members of the National Guard on state active duty, and federal employees who either supervise state employees or manage state business activities.

Policy

The WMD shall comply with all contracting regulations or guidelines published by the Department of Enterprise Services (DES) and any policy oversight by the Office of the Chief Information Officer (OCIO). WMD shall adhere to and be in full compliance with all state and federal laws, administrative rules, regulations, applicable directives, and best practices relevant to state contracting and leasing practices and procedures, including, but not limited to, competitive procurement of goods and services, utilization of mini, micro, and small businesses, certified minority and women-owned businesses, and veteran-owned businesses consistent with the goals for state agencies.

The Contracts Office shall issue procedures and guidelines for the development, processing, execution, and management of interagency/ intergovernmental agreements, client service contracts, goods and service contracts, purchase orders, public works contracts, leases, and grants. Request for Proposals (RFP) and Request for Qualifications (RFQ) shall follow all applicable state and federal procurement guidelines and regulations.

1. The following policy statements shall be followed:
 - a. The overall coordination and administration of contract and lease development and execution for the WMD shall be assigned to the State Finance Director to be administered by the Contracts Office.
 - b. The Contracts Office is required to review all contracts and leases for compliance with applicable regulations prior to execution for the WMD.
 - c. All communication with DES and the Attorney General's Office for procurement, contracts, and leases is processed through the Contracts Office, unless otherwise approved by State Finance.
 - d. The Contracts Office shall act as the official repository for all WMD executed contracts and leases. The originator of the contractual and leasing documents shall have the responsibility for ensuring that the repository is complete. Contracts Office shall specify the content and location for all contract documents to meet records management requirements and audit.

- e. No work shall be commenced on behalf of the State by a contractor, nor shall the WMD commence performance upon any contract until a written agreement has been duly executed by the WMD Director or his designee (as indicated in written authority). Exceptions may occur for Presidentially Declared Disasters, for actions in support of emergency operation center activations, or as otherwise allowed by statute.

The WMD Director shall issue written delegated signature authority for all contracts, grants, interagency agreements, and leases. A contract shall be deemed invalid if it is not signed by an approved signature authority.