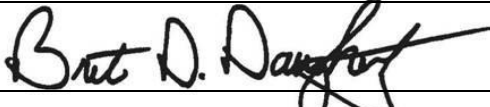




**Department Policy No. FIN-111-02**

<b>Title:</b>	Procurement, Contracting and Leasing
<b>Former Number:</b>	12-00
<b>Authorizing Source:</b>	<p>Title <a href="#">39 RCW</a>, Public Contracts and Indebtedness, selected chapters <a href="#">.04</a>, <a href="#">.06</a>, <a href="#">.08</a>, <a href="#">.10</a>, <a href="#">.12</a>, <a href="#">.19</a>, <a href="#">.26</a>, <a href="#">.28</a>, <a href="#">.30</a>, <a href="#">.33</a>, <a href="#">.34</a>, <a href="#">.80</a></p> <p>State Law RCW <a href="#">41.06.142</a> Contracting for Services                  State Law RCW <a href="#">423.52</a> , Ethics in Public Service                  Title <a href="#">2 CFR</a>, Grants and Agreements                  Title <a href="#">200</a> WAC Department of Enterprise Services, selected chapters <a href="#">300</a>, <a href="#">305</a> , <a href="#">320</a>, and <a href="#">330</a>                  Title 292 WAC, Ethics in Public Service  <a href="#">Department of Enterprise Procurement Policies</a>  <a href="#">Chapter 16</a> State Administrative &amp; Accounting Manual (SAAM), Client Service Contracts  <a href="#">141.10 , OCIO Polices, Securing Information Technology Assets Standards</a>                  121 OCIO Policies – IT Investments and Oversight Policy                  State Law 39.26.090 Director’s Duties and Responsibilities – Rules                  DES Delegated Authority Policy No. POL-DES-090-00                  Delegation of Public Works Authority by Department of Enterprise Services                  Washington Military Department Policy <a href="#">DIR-011-13</a>, Delegated Authorities for Business Processes                  Executive Order 22-01 Equity in Public Contracting</p>
<b>Information Contact:</b>	Contracts and Procurement Administrator Building #1 (253) 433-5581
<b>Effective Date:</b>	June 23, 2002
<b>Mandatory Review Date:</b>	April 5, 2026
<b>Revised:</b>	April 5, 2022
<b>Approved By:</b>	 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 Washington State Guard, 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 requests for proposals (RFP), Requests for Qualifications (RFQ), interagency/ intergovernmental agreements, memorandums of understanding/ agreements, vendor service contracts, goods and service contracts, public works contracts, leases, and subrecipient grant agreements.

1. The following policy statements shall be followed:
  - a. The overall coordination and administration of contract development and execution for the WMD shall be assigned to the Chief Financial Officer 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. Exceptions may occur when the Governor's Authorized Representative (GAR) is appointed, for actions in support of emergency operation center activations, or as otherwise allowed by statute.
  - c. The Contracts Office is responsible for ensuring Contract Managers have completed proper contracts and procurement training, as designated by DES and the WMD, prior to execution of an agreement.
  - d. 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.

- e. 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. The Contracts Office shall specify the content and location for all contract documents to meet records management requirements and audit.
- f. 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 their designee (as indicated in written authority). Exceptions may occur when the GAR is appointed, for actions in support of emergency operation center activations, or as otherwise allowed by statute.
- g. Employees who violate procurement and contracting laws, rules, or this policy may receive corrective or disciplinary action up to and including termination.

The WMD will provide equitable contracting opportunities for small and diverse businesses with the support of the Washington State Tools for Equity in Public Spending. 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.