



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# Small Agency Procurement Consulting

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# TOPICS

- Background/History
- Small Agency Procurement Consulting Support Services
- Upcoming Procurement Risk Assessments

# BACKGROUND ABOUT SMALL AGENCY

## Establishing Small Agency Team

- In 2020, The Legislature recognized the need and tasked DES with coming up with a program that worked for all small agencies, boards and commissions.
- DES launched the program in September of 2021.
- Funding for this program comes from management fees for Statewide Contracts, which makes this program **free** for all small agencies, boards and commissions.

# PROCUREMENT CONSULTING SUPPORT

- Services Provided:
  - Conducting, managing, and/or supporting competitive procurements.
  - Buying from an already established statewide contract.
  - Using direct buy purchasing authority (and purchase orders).
  - Using and substantiating the need for sole source contracts.
  - Helping create direct contracts with other governmental agencies.
  - Assisting with the agency's procurement risk assessment.
  - Answering ***any*** questions you have about procurement.

# PROCUREMENT CONSULTING SUPPORT

- Who Can Use Our Services?
  - All small state agencies (under 100 FTE's),
  - Boards and commissions subject to RCW 39.26, and
  - Agencies who have had their delegated authority revoked
- What if I'm larger than that?
  - Check out our [Contracts Liaison](#) Services
- Oh did we mention our services are FREE!!!

# PROCUREMENT CONSULTING SUPPORT

- How Can We Use Your Services?
  - Visit our [Website](#)
  - <https://des.wa.gov/services/small-agency-support/contracts-and-procurement-support>
  - There you can fill in an intake form (takes 5 minutes)
- But what if I'm shy (or I just want self-help)
  - Check out our [Procurement Manual](#)
  - <https://des.wa.gov/purchase/washington-state-procurement-manual>
  - It has Policies, Procedures, Best Practices, and Templates!

# PROCUREMENT RISK ASSESSMENTS

What are Procurement Risk Assessments?

- DES Policy (a separate team) conducts “Procurement Risk Assessments” process every 1-3 years.
  - Think of them as reviews/audits of your procurement
- Last one was 2019 (or maybe even 2016 depending on the agency).
- DES Policy will look at 3-6 contracts from the past year for compliance with policies and procedures.

# PROCUREMENT RISK ASSESSMENTS

Why should we care?

- Procurement Risk Assessments affect your “Delegation of Authority” or how and/or how much you’re allowed to purchase as an agency.

When are these being done?

- There are 4 “sprints” the first of which starting **NOW!!!**
- See the Schedule here: <https://des.wa.gov/sites/default/files/2024-08/procurement-risk-assessment-agency-review-schedule.pdf>



# PROCUREMENT RISK ASSESSMENTS

What can I do now?

- Review and organize your files now, make sure you have everything.
- You'll have a limited time to furnish documentation to DES Policy.
- Review the Risk Assessment Website:  
<https://des.wa.gov/purchase/how-use-statewide-contracts/procurement-risk-assessment>
- Review the Scoring Rubric:  
<https://des.wa.gov/sites/default/files/2024-07/procurement-risk-assessment-contract-audit-scoring.xlsx>

# PROCUREMENT RISK ASSESSMENTS

## We Can Help!

- If this is confusing, have any questions, or need assistance, reach out to us! We can be **your** procurement professional!
- Each "Sprint 1" agency has already been assigned to one of our specialists.
- Even though the SA Team wears the DES "tag", we aren't the police! We're here to provide consulting and guidance for you!

**QUESTIONS?**

# THANK YOU



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