WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS

POLICY

POLICY NUMBER 220.100

TITLE	CONTRACTS
EFFECTIVE DATE:	January 1, 2009
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as Department, to manage and direct the Department, RCW 43.60A.040, .050, and .060.
PURPOSE:	To provide guidelines in establishing authority and general procedures for contracts.
APPLICABILITY:	All employees within the Department
DEFINITIONS:	Contract: A **contract** is an exchange of promises between two or more parties to do or refrain from doing an act which is enforceable in a court of law. For agency purposes the contract must contain an offer and acceptance, consideration, be in written form, contain a timeline and be signed by competent parties. Agreements, letters of intent, memorandums of understanding, and grant awards are examples of different forms of contracts. Chapter 39.29 RCW, Personal Services: Professional or technical services provided by a consultant to accomplish a specific study, project, task, or other work statement. Consultants, who provide personal services, serve state agencies as objective advisers by rendering professional opinions, judgments, or recommendations. Chapter 39.34 RCW, Interlocal Cooperation Act: Contracts between any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian Tribe

recognized as such by the federal government; and any political subdivision of another state.

Chapter 39.29 RCW, Client Services Contract: A contract for services provided directly to agency clients including, but not limited to, medical and dental services, employment and training programs, residential care, and subsidized housing (RCW 39.29.006(2)).

Chapter 43.19 RCW, Purchased Goods and/or Service Contract: A Contract for services provided by a vendor to accomplish routine, continuing and necessary functions that contribute to the day-to-day business operations of the Department.

Chapter 43.105 RCW, Information Processing Equipment and Services: Governs the acquisition and disposition of equipment, proprietary software and purchased services and confidentiality of computerized data.

Contracts Manager: Is the Contract expert who is responsible for contract administration and managing the process from solicitation through contract completion/termination.

Project Manager: Is the person who monitors the daily activities of the contract, approves invoices, conducts performance reviews of the vendor.

SAAM – State Accounting and Administrative Manual, published by OFM.

POLICY:

A. Contracts entered into by Department personnel will be executed and administered in accordance with federal and state laws, regulations, statutes, and policies.
B. The Contracts Manager shall:
    - Be the repository of all original contract documents.
    - Be responsible for the overall coordination and administration of agency contracts.
    - Ensure compliance with applicable contracting requirements of the Office of Financial Management.
    - Be the liaison between the Office of Financial Management and the Department for this purpose.
    - Maintain a contract database that includes all contracts covered by this policy.
C. Signature authority for the execution of Department contracts is delegated by the Director to the Chief Financial

Officer.

D. Requests for Contracts shall be pre-approved in writing by the appropriate Appointing Authority/designee and the Contracts Manager prior to the solicitation and/or negotiation of any contract. If the request is for Information Technology goods and/or services the Chief Information Officer /designee must also provide written preapproval.
E. The Project Managers shall be responsible to monitor the performance of the contract, perform quarterly performance reviews and review and approve invoices for payment for the contractor's goods and/or services.
F. Each DVA facility will appoint an employee who will be the facility point of contact for the facility contracts. This person shall maintain copies of all facility contracts.

REVIEW:	This Policy shall be reviewed at least every five years and updated as needed.
REFERENCES:	DVA Procedure 220.100-OP. Chapter 39.29 RCW, Personal Services; Chapter 39.34 RCW, Interlocal Cooperation Act; Chapter 39.29 RCW, Client Services Contract; Chapter 43.19 RCW, Purchased Goods and/or Service Contract; Chapter 43.105 RCW, Information Processing Equipment and Services
SUPERSESSION	DVA Policy 220.100 dated November 15, 2003. DVA Policy 220.100, dated June 30, 1999.
ATTACHMENTS:	None

John E. Lee

John E. Lee, Director

Jan 5, 2009

Date