

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: STATE OF WASHINGTON CONTRACTS Procedure 7.3.14

POLICY: The University of Washington may use State of Washington contracts to fulfill procurement needs when a University of Washington contract is unavailable for a good or service.

PROCEDURE:

State of Washington contracts are created by the Washington State Department of Enterprise Services, the state agency responsible for procurement. The Department of Enterprise Services maintains a searchable database of state contracts.¹ These contracts may be used by Washington State Agencies, municipalities, state school districts and institutions of higher education, and organizations with a Master Contracts Agreement. The University of Washington is a state institution of higher education, and has a current Master Contract Agreement with the Department of Enterprise Services, allowing UW to utilize these contracts.²

State contracts provide many similar protections as UW contracts and address many similar concerns. However, State of Washington contracts do not address UW's unique eProcurement requirements and may not address certain requirements of the federal government, including UW's federal flowdown clauses for grants and contracts, as well as debarment and anti-lobbying certifications. UW Procurement buyers must negotiate enablement within UW's Ariba eProcurement system to ensure payment for suppliers and incorporate appropriate terms and conditions when placing orders against State contracts.

If a state contract will be used on an on-going basis, creating a UW Master Contract may be more appropriate than using the state contract. Procurement Service staff should review the state contract and create a contract rider to incorporate all documents and conditions associated with doing business with UW. A Procurement Services staff member should be assigned ownership of the state contract and ensure the contract information is updated and reviewed for accuracy in the Ariba contract database.

¹ Available at: <https://fortress.wa.gov/ga/apps/ContractSearch/ContractSearch.aspx>

² See list of Organizations with current Master Contract Agreements:
<https://fortress.wa.gov/ga/apps/ContractSearch/MCUAListing.aspx>