



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
12/23/22

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 220.010**

**POLICY**

TITLE

**CONTRACTS**

**REVIEW/REVISION HISTORY:**

- Effective: 9/1/82
- Revised: 9/6/85
- Revised: 2/12/01
- Revised: 4/18/03
- Revised: 8/8/07
- Revised: 8/25/08
- Revised: 3/29/10
- Revised: 5/1/14
- Revised: 2/20/18
- Revised: 12/23/22

**SUMMARY OF REVISION/REVIEW:**

Major changes to include clarifying responsibilities, reorganizing content, and removing unnecessary/repetitive information. Read carefully!


**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

11/23/22

\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 39.24](#); [RCW 39.26](#); [RCW 39.34](#); [RCW 42.52](#); [RCW 42.56](#); [RCW 43.19](#); DOC 200.050 Purchasing; [Governor's Executive Order 22-01](#); [DES 090-06 Supplier Diversity](#); [DES 170-00 Complaints and Protests](#)

**POLICY:**

- I. The Department has established procedures for developing and maintaining contracts for goods and services in compliance with federal and state laws.
  - A. Except for Correctional Industries, the Department's authority to purchase goods and services is delegated by the Department of Enterprise Services (DES) to the Secretary.
- II. For the purposes of this policy, a contract is any agreement that creates an obligation, right, or liability for the Department. All contracts, regardless of the dollar amount or source of funding, must be in writing.
- II. This policy applies to the initial procurement or contract and every amendment, renewal, or subsequent extension. Purchasing of goods and services will be conducted per DOC 200.050 Purchasing.

**DIRECTIVE:**


- I. General Requirements
  - A. Upon receipt of a complete contract request, the Contracts and Legal Affairs (CLA) Unit will execute an appropriate contract for the procurement of goods and services. Contracts may include, but are not limited to:
    1. Interlocal agreements
    2. Client services agreements
    3. Professional services agreements
    4. Data sharing agreements
    5. Direct buy contracts
    6. Sole source contracts
    7. Leases, when authorized by DES or by statute
    8. Architectural and engineering contracts
    9. Intergovernmental agreements for the gathering, exchange, and standardization of information with other governmental criminal justice agencies (e.g., Washington State Patrol, local law enforcement) and human service agencies (e.g., Washington Department of Social and Health Services, Washington Department of Veteran Affairs)

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10. Emergency contracts
11. Memoranda of Understanding
12. Contracts that include negotiated terms and conditions
13. Other contracts as appropriate for complex or high-dollar requirements

## II. Responsibilities

- A. The Secretary has designated the Contracts Administrator as having signature authority for Department contracts.
  1. The Contracts Administrator may delegate signing authority to a Senior Contracts Attorney.
- B. All employees involved with the preparation, approval, execution, or management of contracts will maintain strict ethical standards per RCW 42.52 and take caution to avoid any real or apparent conflict of interest.
- C. The Contracts and Legal Affairs (CLA) unit will draft, review, and execute Department contracts, amendments, and solicitations by:
  1. Providing guidance, consultation, technical assistance, and legal review related to contracts.
  2. Advising and/or participating in contract negotiations.
  3. Conducting dispute and fact-finding reviews and approve/deny protests related to contract awards or post-award activities.
  4. Ensuring employees who prepare, approve, execute, or manage contracts have completed required certification programs or training.
  5. Maintaining the intergovernmental agreements list on the Department's website.
  6. Meeting reporting requirements per DES policies.
  7. Promoting purchases of goods and services from Washington small, diverse, and veteran-owned businesses in contracts and solicitations per the Governor's Executive Order 22-01 and DES 090-06 Supplier Diversity.
  8. Participating in Department wide rulemaking and coordination efforts to ensure statute amendments, adoptions, and repeals are processed in a timely manner.
  9. Assigning a Procurement Coordinator to each solicitation.

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10. Executing all contract terminations and advising on disentanglement.
11. Handling competitive solicitation complaints and protests per DES-170-00 Complaints and Protests.

D. The Contract Manager is responsible for the day-to-day handling of the contract, which includes:

1. Requesting a contract, amendment, or solicitation including, but is not limited to:
  - a. Submitting the contract request to CLA through the established electronic process including the appropriate chain of approval.
  - b. Providing critical information in the request including the purpose of the request, internal and external contact information, financial information, and attaching relevant documentation (e.g., insurance certificates).
2. Providing assistance to contractors and approving payment for contracted services.
3. Monitoring contract activities and contractor performance under the contract by maintaining a contract monitoring file containing correspondence, payment/performance-related documents, and documentation of contract activities.

### III. Training

- A. Employees involved in developing, approving, executing, or managing procurements or contracts must complete the required DES training before performing those functions per RCW 39.26.110. Exception requests will be submitted to the CLA unit, which will coordinate and obtain any exceptions from DES.
  1. Employees may be required to attend internal CLA contracts training on contract information systems (e.g., CMS) and other electronic forms and databases maintained by the CLA.

### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

### ATTACHMENTS:



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None

**DOC FORMS:**

None