

MSD CONTRACT MANAGEMENT

Forms and information may be accessed through Inside Courts under AOC Resources/Contracts.

The Contracts and Procurement Manual for Washington State's judicial branch entities is nearing completion. Following is a brief summary of the procurement and reporting recommendation put forth this year.

Summary of Procurement and Reporting Recommendation February 2008

The primary objective of this effort is to provide unity across the branch regarding the procurement and reporting of goods and services. Accordingly, development of the manual focused on the consolidation of procurement practices into a comprehensive standardized set of procedures that could be used for purchasing all goods and services.

Current practice calls for the identification of the type of goods or services being sought, determining the estimated dollar amount then selecting the appropriate procurement process.

The proposed approach no longer relies upon the type of goods or services. Instead, the procurement procedures are based solely on cost. The dollar limits were established in an effort to better balance the cost of conducting a process with the cost being spent for the goods or services. The proposed threshold for conducting a competitive process has been raised to \$10,000. Any purchase under \$10,000 can be conducted without a solicitation process. An informal solicitation process, which requires requesting a minimum of three bids, would be required for purchases between \$10,000 to \$24,999 range and a formal competitive process now is required for purchases of \$25,000 or more.

The manual also calls for the AOC to be the repository of contract data for the state level judicial branch entities (see Contract Activity Report Summary below). This is very similar to the role that the Office of Financial Management plays for the executive branch of government with the exception of having oversight authority. That is, the AOC will hold contract records for public view but will not assume the responsibility of approving an entity's contracts.