

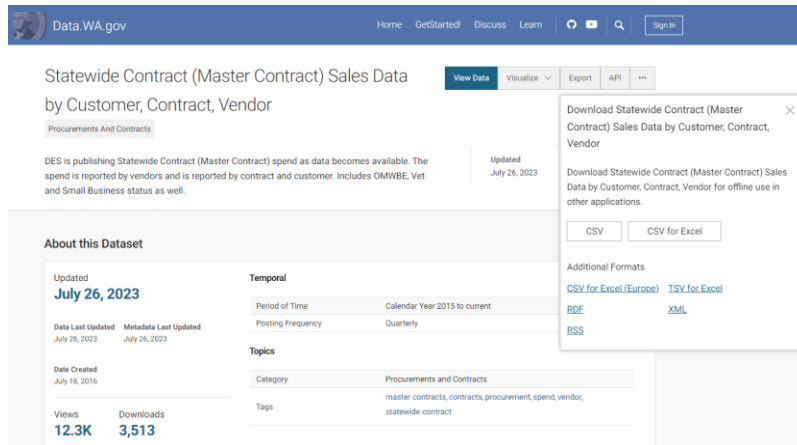


Agency Statewide Contract Use Analysis

The purpose of analyzing an agency’s use of statewide contracts is to identify opportunities to use Statewide Contracts held by minority, woman, veteran owned businesses and small businesses, and to identify where such a contract does not exist to justify using a certified business as an alternative.

1. Download Statewide Contract use data into an Excel spreadsheet (CSV for Excel):

[Statewide Contract \(Master Contract\) Sales Data by Customer, Contract, Vendor | Data.WA | State of Washington](#)



Column Headers and Their Meanings

Customer Type	Category of the entity (State agency, city government, not-for-profit, etc.)
Customer Name	The agency or entity (e.g. Department of Corrections, University of Washington, Seattle Children’s Hospital)
Contract Number	Statewide Contract Number assigned by DES
Contract Title	Category of spend
Vendor Name	The business used for that purchase
Calendar Year	The annual period in which the entity made the purchase
Q1 Sales – Q4 Sales	The calendar quarter in which the entity made the purchase
OMWBE	Is the vendor certified by OMWBE? Yes or No
Vet Owned	Is the vendor a veteran-owned business? Yes or No
Small Business	Is the vendor a small business? Yes or No
Diverse Options	Is there an OMWBE certified business available on the state contract? Yes or No



STATEWIDE CONTRACTS

2. Filter for your agency and the desired analysis period (e.g. the previous three years for a baseline, the previous quarter for maintenance).
 - a. Select the Data menu and click on the Filter icon.
 - b. Select your agency in Column B and the desired period in Column F.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Custom	Custom	Contract	Contract	Vendor	Calendar	Q1 Sale	Q2 Sale	Q3 Sale	Q4 Sale	OMWB	Vet Ow	Small B	Diverse
2	Higher Ed	YAKIMA V	111	Fertilizers	WILBUR-E	2015	0	0	0	1,239	N	N	N	N
3	State Age	NATURAL	111	Fertilizers	WILBUR-E	2015	0	0	0	1,092	N	N	N	N
4	Higher Ed	COMM CC	111	Fertilizers	WILBUR-E	2015	0	1,604	0	0	N	N	N	N
5	School Dis	BELLEVUE	111	Fertilizers	WILBUR-E	2015	3,133	2,089	0	1,031	N	N	N	N
6	Higher Ed	EASTERN V	111	Fertilizers	WILBUR-E	2015	0	6,137	0	10,004	N	N	N	N
7	Higher Ed	TACOMA C	111	Fertilizers	WILBUR-E	2015	0	103	0	0	N	N	N	N
8	Cities Incl	LACEY CIT	111	Fertilizers	WILBUR-E	2015	0	0	0	765	N	N	N	N
9	Districts, C	DOUGLAS	111	Fertilizers	WILBUR-E	2015	0	0	0	481	N	N	N	N
10	State Age	TRANSPOR	111	Fertilizers	WILBUR-E	2015	0	794	0	189	N	N	N	N
11	School Dis	AUBURN S	111	Fertilizers	WILBUR-E	2015	0	0	271	0	N	N	N	N
12	Non-Profi	DOMESTIC	111	Fertilizers	WILBUR-E	2015	0	0	0	368	N	N	N	N
13	County	KITSAP CC	111	Fertilizers	WILBUR-E	2015	435	0	0	1,034	N	N	N	N
14	Higher Ed	WENATCH	111	Fertilizers	WILBUR-E	2015	0	0	0	2,017	N	N	N	N
15	Districts, C	CHELAN C	111	Fertilizers	WILBUR-E	2015	0	3,241	0	2,820	N	N	N	N
16	Cities Incl	E WENATC	111	Fertilizers	WILBUR-E	2015	0	0	4,360	0	N	N	N	N
17	Cities Incl	BELLEVUE	111	Fertilizers	WILBUR-E	2015	0	0	0	252	N	N	N	N
18	Cities Incl	BREMERT	111	Fertilizers	WILBUR-E	2015	271	271	0	0	N	N	N	N

3. Sort by the “Diverse Options” column to find any purchases that do not have a diverse option (value of “N”) then cut/paste them into a separate tab or another spreadsheet for later use.
4. Filter for “N” in the appropriate remaining columns to filter for OMWBE, Vet, and Small Business.

The remaining purchases represent situations in which a certified or small business was not used though one was available.

5. Sort the purchases by Contract Title.
6. Prioritize the purchases for review (e.g., by dollar amount, frequency of purchases, likelihood of upcoming similar purchases)
7. Review the list (with the purchaser, as appropriate and possible).
 - a. Consider the following:
 - i. Was the purchaser aware of the certified or small business options?
 - ii. Were the certified or small business options unable to fulfill the order?
 - iii. Are similar purchases upcoming and could a certified or small business meet the purchaser’s needs?



STATEWIDE CONTRACTS

- b. Follow up as needed.
 - i. Notify DES if a certified or small business vendor is consistently unable to deliver or meet the needs.
 - ii. Assist DES with identifying gaps in vendor availability in contract categories and agency needs.
 - iii. Retain notes as a reference for future analysis.
8. Sort the purchases that do not have a diverse option and prioritize them for review (e.g., by dollar amount, frequency of purchases, likelihood of upcoming similar purchases).
9. Search for minority, woman, veteran owned businesses that can provide the goods and services needed. If you find one:
 - a. You can complete a direct buy for amounts under \$40,000 (note that non-diverse or small businesses have a direct buy limit of \$30,000).
 - b. For amounts over \$40,000, you can complete the purchase outside of the statewide contract but you will have to do a competitive solicitation.

Retain documentation of your reasoning, such as “identified a minority/woman owned/veteran/small business because one was not available on the current Statewide Contract,” and your search results as justification for not using a Statewide Contract (see Outreach guidance for more information on searching for businesses: [Targeted Industry Outreach Plan](#)).