



Interagency Committee of State Employed Women

Policy: 210

Policy Name: Contracts and Purchasing

PURPOSE

This policy provides guidelines in establishing authority and general procedures for contracts. The purpose of this policy is to provide a streamlined method for proposing ICSEW Personal Services contracts using a tiered level of approval. The policy and procedure shall recognize that OFM is the handler of ICSEW funds and purchasing must be in compliance with OFM policies.

This further recognizes that OFM has the ability to purchase on behalf of the ICSEW using a purchasing card or through existing accounts with select vendors. Use of OFM for purchasing streamlines payment processes and reduces the paperwork required by the purchase requestor and ICSEW Treasurer.

SCOPE

This policy applies to all new committee contracts for personal services, purchased services, and all goods and services purchases on behalf of ICSEW.

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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DEFINITIONS

Professional Services:

- Professional services are 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 or boards by offering advice based on specialized knowledge, skills, and experience and/or provide training/workshops in required areas, i.e. conference speakers and/or workshop trainers.

Purchased Services:

- Purchased services are more repetitive, routine, or mechanical in nature, following established or standardized procedures.
- These services contribute to the day-to-day business operations rather than the management side and may meet more general needs of the board, i.e. catering.

POLICY

- Contracts entered into by ICSEW will be executed and administered in accordance with federal and state laws (including ethics laws), and state Professional Service and Purchase Services regulations.
- Those persons responsible for Professional Service contracting on behalf of the ICSEW are required to adhere to all contracting rules and regulations.
- **Contracts and purchasing must be in compliance with all applicable state and federal regulations including those referenced below.**
- Policies for Personal Services Contracts: <http://des.wa.gov/services/contracting-purchasing>

RCW verification requested by Vice Chair.

- Signature authority for the execution of ICSEW contracts is the ICSEW Chair.
 - The ICSEW Chair may assign a designee for signature authority and execution of ICSEW contracts to any Executive Board member who has completed appropriate contracts training.
- Responsibility for the overall coordination and administration of contracts is assigned to the ICSEW Executive Board.
- RCW 39.26 requires completion of contract training for those who procure goods or services for the state.

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Vice Chair to revise with new statutory language.

- Committee purchases shall meet the following criteria:
 - Compliance with OFM purchasing policies
 - Provide direct benefit to ICSEW

RELEVANT LAWS/RESOURCES

- Procurement of Goods and Services, RCW 39.26
- Ethics in Public Service Act, RCW 42.52
- <http://des.wa.gov/services/contracting-purchasing>

Commented [DA1]: No longer correct

Vice Chair requests citation of other resources/laws.

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