



COVID-19 Contracts and Procurement Updates

Effective immediately, procurements for goods and services related to the state's response to the novel coronavirus (also known as COVID-19) are [excepted from competitive solicitation requirements](#). Agencies making coronavirus-related purchases must prepare a log of their expenditures and report to Department of Enterprise Services (DES). The Office of Finance Budget and Economics Contracts & Procurement Unit will report this information to DES utilizing **Project Code ROW** as outlined below.

PROCUREMENT

Information on potentially-useful products and services can be found on the DES [webpage](#), including vendors for janitorial services and master contracts for supplies like hand sanitizer and disinfectant wipes.

Regions and divisions are in need of goods beyond the kits supplied by the Fire Cache) are authorized to purchase locally or contact the Contracts and Procurement Unit for assistance at the email provided below.

If additional services are needed, please amend currently executed contracts to allow and/or enter into new agreements under the generic OFBE CPU services contract located on our [Contracts SharePoint site](#), under Guidance and Templates:

- [DNR ServicesContract Template 11.15.19](#)
- [DNR ServicesContract Template Amendment 11.15.19](#)

COMMUNICATION

The following **email boxes** will be staffed daily through the COVID-19 telecommuting period (*currently scheduled through April 13*) to ensure the following services are not disrupted.

Procurement of goods, email: fmdprocurement@dnr.wa.gov

- Purchasing of **goods** inquires
- Requests for **PO numbers**
- Requests for **PO creation**

Procurement of services, email: servicescontracts@dnr.wa.gov

- Purchasing of **services** inquires
- Requests for **contract review**
- Requests for **contract numbers**

Purchase Card (PCard), email: purchasecardprogram@dnr.wa.gov

- General inquires, limit increases, training, user questions, fraud, etc.

Internal Policy inquiries, email: dnrreofbeinternalpolicy@dnr.wa.gov

For more, contact:

Lislie Sayers,
Director of Business
Operations
(360) 902-1665 – o
(360) 999-8009 – c
Lislie.Sayers@dnr.wa.gov

EXPENDITURE CODES

Charge goods and services related to COVID-19, **PROJECT CODE: ROW**

- ANY Program Index (PI), except the 86 series (Fund 411), will work in conjunction with Project Code ROW.
- **For Fund 411 expenditures** (86 PI series), use the following PIs in conjunction with Project Code ROW:
 - For 86C use 85C
 - For 86F use 85F
 - For 86K use 85K
 - For 86X use 85X

All OFM required reporting will be performed by OFBE-Finance.

All DES required reporting will be performed by OFBE-CPU.

APPROVALS – ELECTRONIC:

We are allowing electronic approval via email signature as follows:

Contracts:

- The final version of the contract must be attached in Word or PDF format to the email response authorizing approval.
- The date of the email authorizing approval will be the date of execution, unless otherwise outlined in the terms of the contract.
- The signature block of the contract must state the following: **see attached email approval authorization.**
- The email approval authorization must be saved in the electronic contract file, if applicable.
- The email approval authorization must be printed and attached to the paper copy of the contract and stored in the paper contract file, and submitted to TRO, if applicable.

POs:

- The final version of the PO must be attached in Word or PDF format to the email response authorizing the purchase.
- The date of the email authorizing the purchase will be the date of execution of the PO.
- The authorizing block of the PO must state the following: **see attached email approval authorization.**

We are determining procedures for PCards, Policy, Grants, and Contract Cover Sheets

PAYMENTS

We are accessing how to electronically process invoices for payment.

GRANT REIMBURSEMENTS

We are accessing how to electronically process grant reimbursements for payment.