

2017 Contingency Planning - Department of Enterprise Services impacts

The following services will be non-operational:

Capitol Campus amenities such as restrooms for Heritage, Marathon, Sylvester and Centennial parks and the Capitol Lake Interpretive Center will be closed. Civic and classroom tours will be cancelled. Capitol Campus grounds care and maintenance will not occur. All permitted campus events will be cancelled, with the exception of permitted free speech events.

The State Building Code Council staff will not be available to provide technical support to builders, building code officials, or the Council.

State and Federal Surplus Operations will be closed. Surplus is used by the public and government entities like cities, counties and school districts statewide.

The Employee Assistance Program and its contracted providers will provide no support for state employees.

All recruitment and training center activities will be shut down, including those that support small agencies.

There will be no technical support for DES enterprise applications such as Washington's Electronic Business Solution, the Learning Management System and the state's career opportunity website - careers.wa.gov - which is used by job seekers, vendors, local governments and others.

Over 800 state-funded public works design and construction contracts will be suspended across the state. Work will continue on the 1063 Block Replacement Project.

Real Estate Services will be closed, except for limited support for critical projects underway that are funded in the state Transportation budget

Agency assigned vehicles will be available for use if needed and daily rentals can be reserved on the Capitol Campus utilizing the online fleet operations reservation system (INVERS). Drivers involved in an accident will need to manage accident claims directly through CEI Group, as described in the pamphlet located in vehicle glove box. Vehicles needing routine maintenance and/or unanticipated repairs will be managed by drivers with payment for services being made on the customer agency's purchasing card. Vehicles in route for delivery will remain at dealer locations until delivery can be made.

Processing and payment of tort claims will be delayed.

There will be no internal agency services such as Finance, Human Resources, and Communications.

The following services will be operational, but will have severely reduced staff levels:

Limited facility support services for agencies that are providing essential functions - includes custodial and maintenance services. The powerhouse serving east/west campus facilities will remain operational. The Capitol Lake dam will remain operational.

Entities can purchase from existing statewide master contracts for goods and services, but support services for purchasers or vendors will not be available. Sixty percent of purchasers include: cities, counties, higher education institutions, local governments like school and library districts, tribal governments, and public benefit nonprofits. There will be someone on call to provide support for emergency purchasing needs. There will be someone on call to provide support to the Emergency Operations Center at Camp Murray for Emergency Support Function 7 (Logistics Annex) in the event of a declared state emergency.

The level of service to non-state agencies (such as local governments) will be reduced, including Lean Transformation Services.

Print and Mail functions will be open in a limited capacity to provide support to state agencies for mission critical work. These programs also support cities and counties who will not see a decline or change in their level of service provided by these programs.

Government Relations staff who provide information to decision makers will be available.

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