



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

October 17, 2008

OFM DIRECTIVE 08A-05

To: Agency Directors and Policy Manual Users
From: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division
Subject: SAAM Chapters 15 and 16

We have revised Chapters 15 and 16 of the *State Administrative and Accounting Manual* (SAAM), effective November 1, 2008. Please replace the following pages in your policy manual:

Chapter 15 Table of contents and pages 15-40
Chapter 16 Table of contents and pages 1-10

Key changes to the policies include:

Chapter 15: Personal Service Contracts (<http://www.ofm.wa.gov/policy/15.20.htm>)
(Section 15.20)

- Added language requiring that the Department of General Administration's Washington Electronic Bid Solution (WEBS) be used for notifying firms about formal competitive solicitations for personal services. When WEBS is used, publishing a legal notice in a major daily newspaper is no longer required.
- Clarified that a contract cannot be awarded as a result of issuance of a Request for Information (RFI).
- Added two additional conditions under which a competitive solicitation may be cancelled.
- Added the Department of Printing as an agency that holds master personal service contracts for print assessment services.

Chapter 16: Client Service Contracts (<http://www.ofm.wa.gov/policy/16.10.htm>)
(Section 16.10)

- Added language in Subsection 16.10.25 that agencies may use GA's WEBS when they competitively solicit client services.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional contracting resources are also available on OFM's website at: <http://www.ofm.wa.gov/contracts/resources/default.asp>.

Questions regarding policy content and proper interpretation of the contract policies in Chapters 15 and 16 should be directed to the following OFM Contract Staff:

Susan Johnsen	(360) 725-5258	susan.johnsen@ofm.wa.gov
Laura Wood	(360) 725-5259	laura.wood@ofm.wa.gov
Jan McMullen	(360) 725-5260	jan.mcmullen@ofm.wa.gov
Meredithe Quinn-Loerts	(360) 725-5257	meredithe.quinn-loerts@ofm.wa.gov
Becci Riley	(360) 725-5514	becci.riley@ofm.wa.gov

Attachments