

Hiring Freeze Exception Report to OFM

Agency: Public Employment Relations Commission

Program:

Agency Director signature:

(Do not report a running list, only report new actions since your last report.)

Date Approved	Hire Date keyed into HRMS (Start Date)	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
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Contracts Freeze Exception Report to OFM

Agency: Public Employment Relations Commission

Program:

Agency Director signature: 

(Do not report a running list, only report new actions since your last report.)

Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
1/22/2025	Pacific Point through Carahsoft	change work order for service hours increase	12 months from signature or December 2025	\$186,670		see 1.22.25 justification memo

## Goods and Equipment Freeze Exception Report to OFM

Agency:

Program:

Agency Director signature:

(Do not report a running list, only report new actions since your last report.)

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Traspó, etc.)	Rationale for Approving Exception
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## Travel Freeze Exception Report to OFM

Agency:

Program:

Agency Director signature:

(Do not report a running list, only report new actions since your last report.)

Date Approved

Position Title

Total Cost

Fund Source (e.g. GFS, Traspó, etc.)

Rationale for Approving Exception



STATE OF WASHINGTON  
**PUBLIC EMPLOYMENT RELATIONS COMMISSION**

**MICHAEL P. SELLARS, EXECUTIVE DIRECTOR**

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DATE: January 22, 2025 January 28, 2025

SUBJECT: Pacific Point – Carahsoft Change Work Order

In December 2023, we implemented a new e-filing system that integrated with our Salesforce case management system. That e-filing system utilized Conga for the filing of documents. Conga has shown significant reliability issues, resulting in operational setbacks to the e-filing system.

When the system isn't working properly, case filings are not received on time, the other parties are not served, and it poses a risk of filings being received late. It takes a lot of staff's time to troubleshoot and redirect them to filing the "old" way, which takes more time for the staff to enter the information manually. Throughout the year, the e-filing system was unusable for weeks on multiple occasions.

The system is also connected to our case management system and emails out the letters or documents that are issued. It helps auto populate numbers into ballots and information into letters. When the system isn't working, the staff has to manually enter the information. Prior to the freeze we purchased S-DOCs as a replacement for Conga. We began working with the implementer to replace Conga and integrate S-DOCs. The change out for S-Docs needs to be completed by April 1 to avoid having to renew our contract with Conga.

We also have an outstanding list of necessary system improvements that we have identified to help with the stability and workability of the e-filing system. We had started working to help with improving the system and underestimated the amount of time it would take to do this project. The system is indispensable to our day-to-day operations. This contract will complete the replacement of Conga and complete the list of other necessary system improvements.