



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 14, 2010

OFM DIRECTIVE 10A-07

TO: Agency Directors and Policy Manual Users

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

SUBJECT: Revisions to Chapters 15 and 16, Personal Service Contracts and Client Service Contracts

We have revised Chapters 15 and 16, Personal Service Contracts and Client Service Contracts, in Washington's *State Administration and Accounting Manual* (SAAM).

Key changes to the contract policies include:

- In accordance with Engrossed Senate Bill 5041, added language to Subsections 15.10.20, 15.20.50, and 16.10.25.c, encouraging agencies to award three percent (3%) of contracts exempt from competitive bidding to veteran-owned businesses. This change is effective June 10, 2010.
- In Subsection 15.20.30.m, removed the note about the Washington's Electronic Business Solution (WEBS) notification function. The Department of General Administration recently updated WEBS to include vendors and the posting agency in the email notification function. This change is effective immediately.

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:

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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.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:

<http://www.ofm.wa.gov/policy/replacement-pages.asp>.