



WA-State Contract Administration, Monitoring and Relationship Management

DES, in collaboration with state agencies, higher education institutions and consultants, has developed the following new training tracks for performance-based contracts. These are:

- **WA-State Contract Management 201, Basic Contract Management with Low-Risk Contracts:** This six-module training track covers defining simple requirements, basic monitoring during the life of the contract, changes to the contract, dispute resolution, and contract close out. Attendees are those who create or help create, administer, monitor, and manage less complex, low-risk contracts. Supervisors who manage team members with this responsibility are strongly encouraged to take this training track. Total duration is eight hours including prerequisite.
- **WA-State Contract Management 301, Intermediate Contract Administration with Medium-Risk Contracts:** This eight-module training track covers complex statements of work, metrics to monitor vendor performance, transitioning a complex contract from award to contract management, contract modifications, dispute resolution, contract termination, and contract closeout. Attendees create or help create, administer, manage, or monitor contracts with medium level complexity or risk. These individuals are sometimes referred to as project managers, program managers, managers, business leaders, or contract managers. Those who supervise team members who manage medium-complexity contracts are also encouraged to take the training. Total duration is fourteen hours including prerequisite.
- **WA-State Contract Management 401, Advanced Contract Management with High-Risk Contracts:** This seven-module training track covers complex contracts, complex metrics, SLA and KPI structures, complex governance structures, working with stakeholders, and exit management techniques. Attendees are those who negotiate on behalf of the agency and create, administer, manage, and/or monitor contracts with a high degree of complexity or risk. This may include individuals such as “Contract Professionals,” contract administrators, project managers, program managers, managers, business leaders, or contract managers. Total duration is twelve hours including prerequisite.

Prerequisite:

- **WA-State Contract Management 102:** This three module-training track covers program introductions, acquisition approach, contract types and level of contract management and influence with the stakeholder. Total duration three hours.

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New WA-State Contract Management training tracks will be available June 2018. If you have questions about the state contract and procurement-training program, please don't hesitate to contact DES Contract & Procurement Training Manager Cheryl Shaw cheryl.shaw@des.wa.gov, 360-407-9376

For more information [Contracts and Procurement Training and Development](#)

Frequently Asked Questions

- What is a training track?
 - Training tracks are a series of eLearning modules, lasting 30-60 minutes in duration. To complete the eLearning module, you will pass a seven to ten question exam. All training tracks provide job aides and the training manual. Three different training tracks are available based on the complexity and risk of the contract(s) you manage.
- What is the Contract Risk Survey?
 - The [Contract Risk Survey](#) assist in determining the type of contract risk you are responsible for, it only takes a few minutes to answer the questions and get a response. This is a sample tool. Your agency may have other tools to assist in determining your contract risk and the training track that is right for you.
- How do you get the best result with the Risk Survey?
 - Base your responses on the most complicated, highest risk contract(s) you manage. Once complete with the survey refer to the training descriptions to determine which training track is right for you. Be sure to discuss your risk survey results and training track with your supervisor and agency contract professional.
- Do I need to complete all three training tracks?
 - The three tracks were developed for three different learners, with the intention that you complete the training that most closely reflects the type of contract(s) that you manage. However, each agency may decide a different strategy. Be sure to discuss the training track (s) that you need to complete with your supervisor and agency contract professional.
- What if I am assigned a new contract?
 - Retake the Risk Survey; your risk level may have changed and that may require you to complete a different training track.
- When complete with my training track will I be certified to write contracts?
 - This new program addresses key task and skill development for the administration, monitoring and management of a contract. At completion of your training track, you will receive a certificate of accomplishment and completion. Future course work will focus on the preparation, writing of and negotiation of a contract, which eventually will lead to a Washington State Contract Management Certification.
- Is there anything I need to do before starting the new training?
 - Prior to starting your training track, you will need to complete the prerequisite **WA-State Contract Management 102** and if you have just acquired task in contract management you will need to complete **WA-State Contract Management 101** and **WA-State Purchasing and Procurement Ethics**.
- I understand there are exams I will need to pass for each training track module. How does that work?
 - It is the intention to assure employees understand the body of knowledge presented in the trainings and can apply the job aides and refer to the training manual. Once complete with the module course and job aid assignment take the module exam. Use of the manual is encouraged! A passing score of 80% on module exams will indicate credit on the LMS employee training profile.
- When will classes be available and how do I take them?
 - **WA State Contract Administration, Monitoring and Relationship Management** will be available **June 1, 2018** in the state LMS.