



Field Name	Field Type	Notes
Agency Name	Text - Drop-Down Limited to Choice	Name of state agency. All agencies are listed alphabetically. Use Fill-Down Feature to facilitate entry.
Division/Program	Alpha	Name of division or program within the agency intending to make the procurement.
Procurement Description	Alpha	Detailed narrative description of the procurement.
Current Vendor Name, if applicable	Alpha	The name of the current vendor if there is already an existing contract for this good and/or service.
Procurement Method	Text - Drop-Down Limited to Choice	Designate how the procurement will be conducted. It will be either through a competitive process, client services contract, sole source, a non-competitive direct buy > \$20,000, a non-competitive direct buy with a statement of work, or exempt - other.
Commodity Code	Numeric	Using standard NIGP Category Codes, choose the subject matter of the contract; the good and/or service the agency is procuring. Only choose the one NIGP code most closely associated.
Procurement Type	Text - Drop-Down Limited to Choice	Indicate if this procurement is for a good, service, or good & service.
Est. Total Value of Contract	Numeric Currency	The estimated total contract value. The contract value is calculated by the initial contract value plus any additional value that could be awarded if the agency exercises options to amend or extend.
Award Fiscal Year	Text - Drop-Down Limited to Choice	The fiscal year during which the contract is anticipated to become effective, not necessarily when the work actually begins.
Award Fiscal Quarter	Text - Drop-Down Limited to Choice	The fiscal quarter during which the contract is anticipated to become effective, not necessarily when the work actually begins. July - Sept Q1 Oct - Dec Q2 Jan - March Q3 April - June Q4
Estimated Contract Term/ Contract Length (Yr)	Numeric	This term reflects the total of the initial contract term plus all possible amendments.
Recurring	Text - Drop-Down Limited to Choice	Do you anticipate that this will be a procurement that will need to be solicited again in the future. Answer Yes/No
Division/Program Contact Name	Alpha	Name of contact within division/program for further questions. This should not be contracts/procurement staff and should be the person who will be making the procurement/managing the contract.
Division/Program Contact Email	Alpha-Numeric	Email of contact within division/program for further questions. This should not be contracts/procurement staff and should be the email address of the person who will be making the procurement/managing the contract.

**SUPPLIER DIVERSITY FORECASTED NEEDS REPORT TEMPLATE**

Instructions: Agencies are to complete the template on an annual basis and post the report to the agency's website.

- In Scope:**  
 All competitive purchases  
 Sole Source  
 Non-competitive purchases that contain a statement of work  
 Non-competitive Purchases over \$20,000 (other than sole source contracts)  
 \* Direct Buy  
 \* Client Services Contracts
- Out of Scope:**  
 Statewide Contracts (including two-tier contracts)  
 Emergency Purchases  
 Interagency Agreements (IAA)  
 Current Contracts unless being rebid  
 Contract Amendments

Agency Name	Division/Program	Procurement Description	Current Vendor Name, if applicable	Solicitation/Contract Number	Procurement Method	Commodity Code	Procurement Type	Est. Total Contract Value	Award Fiscal Year	Award Fiscal Quarter	Estimated Contract Term/Contract Length (Yr)	Recurring	Division/Program Contract Name	Division/Program Contact Email
179 - Department of Enterprise Services	Business Resources	Extend maintenance contract			Competitive	325-40	Service	\$ 100,000.00			3	Yes	Bill Fare	bill.fare@des.wa.gov
179 - Department of Enterprise Services	Business Resources	Parking Management System			Competitive	743-50	Good & Service	\$ 250,000.00			1	No		
179 - Department of Enterprise Services	Business Resources	Voters Pamphlet Graphic Design/Composition			Competitive	340-30	Good	\$ 200,000.00			1	Yes		
179 - Department of Enterprise Services	Business Resources	Upgrade one of the printer lines to inkjet			Sole Source	527-40	Good	\$ 125,000.00			1	Yes		
179 - Department of Enterprise Services	Business Resources	Faxier machine replacement		DB > \$20,000		529-40	Good	\$ 75,000.00			1	Yes		
179 - Department of Enterprise Services	Business Resources	Disaster Recovery Services for Print and Mail Program			Direct Buy - Statement of Work	215-50	Service	\$ 100,000.00			4	No		
179 - Department of Enterprise Services	Business Resources	Replace/Upgrade Printing Equipment in Production Services			Competitive	240-20	Good	\$ 800,000.00			1	No		
179 - Department of Enterprise Services	CWS	Campus Incident Management Software			Sole Source	406-80	Good	\$ 40,000.00			1	No		
179 - Department of Enterprise Services	Communications	DES Website Redesign			Competitive	314-80	Service	\$ 75,000.00			2	Yes		
179 - Department of Enterprise Services	FPS	Yakima Security Alarm Monitoring			DB > \$20,000	452-20	Service	\$ 40,000.00			3	Yes		
179 - Department of Enterprise Services	FPS	Fire Alarm Monitoring at the Camous Child Care Facility			Competitive	686-50	Service	\$ 35,000.00			4	No		
179 - Department of Enterprise Services	FPS	Fire Alarm Monitoring			Competitive	525-10	Service	\$ 55,000.00			3	Yes		
179 - Department of Enterprise Services	FPS	Online Bidding System			Sole Source	820-00	Good & Service	\$ 300,000.00			2	Yes		
179 - Department of Enterprise Services	WSD	HRSO Online system			Competitive	263-00	Good & Service	\$ 35,000.00			2	Yes		
179 - Department of Enterprise Services	WSD	Junitorial Service for EAP Office			Competitive	426-60	Service	\$ 20,000.00			2	No		
179 - Department of Enterprise Services	WSD	First Aid Training			Direct Buy - Statement of Work	839-60	Service	\$ 30,000.00			3	No		
179 - Department of Enterprise Services	WSD	Provide Training and Development			Competitive	736-00	Service	\$ 40,000.00			4	No		