
Interagency Contracts Coordinating Team (ICCT)

Meeting Minutes

February 13, 2007

Attending: Laura Wood (OFM), Melanie Buechel (OSPI), Sue Bush (DSHS), Christopher Carlile (OFM), Susan DeBlasio (DOH), Susan Johnsen (OFM), Bonnie Lindstrom (DSHS), Jim Matthews (DIS), John Nispel (DOC), John Toohey (CTED), Michelle Wieburg (SAO), and Megan McKay (OFM)

Review of Updated SAAM Policies

The group provided final feedback on the personal service contracting policies, which had been reviewed in detail at an earlier meeting.

The client service policy revisions proposed by OFM were then discussed and included the following:

- In 16.10.20, Melanie asked that parents also be included as an example of a “client” for OSPI.
- General formatting corrections were pointed out and included: use of semi-colon, periods, commas, consistency and the lack of.
- It was noted to use the word “section” where needed.
- The group discussed the use of “must” or “shall” in place of “may” or “should”. They agreed on the importance of using clear, concise language with strong direction throughout the policies and to clearly define mandatory requirements without making reference to information the auditors might infer as required.
- Because the auditors currently view the word “should” in the current contracting guide as “required”, any additional contracting information or guidelines could increase auditor scrutiny if misconstrued, therefore it was suggested that additional information should be simplified or omitted from the policies.
- In 16.10.25.c, second paragraph, the second sentence should end after the word “warranted” and remove “and whether pre- and post-contract documentation may be necessary”.
- Discussion about what documentation about contractors is necessary prior to contract award, especially when competition is not used to select contractors. OFM will look at that section, and work on the language.
- Starting with the second paragraph of 16.10.30, reference to a person, such as a contractor, should be made using “who” in place of “that”.
- There was a question regarding the audits performed by the SAO and whether they audit according to specific rules, policy, guidelines, etc. It was clarified that audits are performed according to agency risk – ethics – good judgment – as well as rules and regulations. The auditors look for many different ways to ensure an agency is performing in the best interest of the state.

- July 1 is the designated date for OFM to activate the “Additional Resources” web page. The additional resources will be found on the OFM Contracts website and will include helpful contracting information such as UBI information, templates, samples, OWMBE information, and much more. This additional resources information will be taken from the “Guide to Client Service Contracting” and will replace it.
- The suggestion was made to include information on “debarment” into section 16.20.50.f, as it applies.
- In the vendor definition under 16.20.50.g., the wording should be changed to “refer to section 50.30”.
- Regarding the *Contract Management Principles* section, a request was made to modify the wording to address proper procedures and requirements, not behavior. The example of a reference to behavior used was “The contract manager should not instruct the contractor to begin work before the contract is approved and executed.”

Miscellaneous

John Nispel shared with the group that he was recently informed that when agencies have established an interagency agreement, it is acceptable to post the agreement to the Internet, rather than filing it with the county. Only one of the agencies is required to post – not both.

NEXT MEETING

The next meeting will be **March 13, 2007** and will be held on the ground floor of the General Administration building – Conference Room G4, from 1:30 p.m. to 3:30 p.m.

Agenda Items for March

- Insurance presentation by Mel McLaughlin, DSHS Insurance Services Manager
- Interagency agreement template review, the feedback from the AGO, and how to proceed
- Upcoming ***Basics of Performance-Based Contracting*** class on April 3, 2007
- Review revisions to client service policies

If you have suggestions for other agenda items, please contact Laura Wood at 725-5259.

Meeting adjourned at 3:30 p.m.