Chapter 800  

After the agreement has been negotiated with the consultant, the HQ Consultant Services Office (CSO) produces the necessary contracting documents and obtains consultant signatures for two original document sets, including the certification exhibits. The consultant will return both signed original sets, including the certification exhibits, to the CSO.

The CSO assigns Y agreement numbers for new agreements. The CSO is responsible for tracking the sequential numbering scheme in its contracts database. For this reason, all new agreements and task orders must be processed through the CSO, and only by those CSO staff and area consultant liaisons (ACLs) who have been granted access to the database.

After the consultant signs and returns the agreement, the CSO:
- Reviews the agreement to ensure all necessary signatures have been provided.
- Reviews the agreement to ensure applicable federal and state regulations are being met.
- Ensures the cost exhibit supports the proposed scope of work.
- Obtains approval as-to-form from the Attorney General’s Office when necessary.

If the agreement is Professional Services and requires Department of Enterprise Services (DES) filing, the CSO will use the DES automated filing system to obtain review and approval.

After the agreement has been processed by the CSO and approval has been obtained from DES (if applicable) and/or the Attorney General’s Office, the CSO manager will sign the agreement on behalf of WSDOT.

Next, the CSO will prepare and forward an Agreement Edit Information form (DOT Form 130-015 EF) to the HQ Office of Accounting and Financial Services in order to set up the agreement WSDOT’s financial system (TRAINS). Information needed to populate this form is typically obtained from the initial request memo or directly from the ACL, if necessary. Required information to properly set up an agreement includes funding charge codes (work order, group, work op, and organization code), start and end dates of the agreement, and maximum dollar amount of the agreement.

It is important to set up charge codes in TRAINS so that all contracting activity is properly expensed in the invoice payment process. The ACL ensures the work order is set up in the WSDOT Work Order Authorization system to establish budgetary controls for the agreement budget, a function typically performed in the region or program in support of the agreement initiation process.

The CSO retains one of the signed original contract documents for the department’s official files. The CSO then sends the second original to the ACL, who forwards the original to the consultant and then further distributes electronic copies to the WSDOT project manager and other internal staff, as appropriate. The CSO also enters new agreement information into the contracts database.
800.01 Y Agreement Document Management

The HQ Consultant Services Office is responsible for housing and maintaining all official, active Y agreement files at its WSDOT Headquarters location. Documentation includes:

- All documents and records from the acquisition process.
- All WSDOT signed originals of agreements and supplements.
- Correspondence.
- All originals of task orders and their amendments.

Documentation in support of invoice processing and day-to-day agreement project management is maintained by the region or program.

800.02 Y Agreement Management Responsibilities

Management of the Y agreement is typically the responsibility of the ACL. The project manager, in collaboration with the ACL, is responsible for the day-to-day management of the scope, schedule, and budget of the agreement. Strict attention must be paid to potential cost overruns, schedule changes, and other indications that an agreement supplement is needed or other intervention is required. Agreement status reports from the HQ Division of Accounting & Financial Services should be monitored to determine the percentage of budget spent and the remaining funds available.

For invoice processing procedures, refer to Chapter 520.
Chapter 830  Vacated