

DSHS / Union Contract Decision Process

Client Service, Personal Service, Purchased Service Only

NOTE: This process and form do not apply to interlocal contracts, interlocal data sharing contracts, or contracts resulting from grants if the contractor is named in the grant.

Use this form to document information and decisions regarding contracting for services. You must complete this process for all service contracts as soon as you have established the scope of work, budget and schedule. You must use this process and form each time your program considers contracting for services, even when you are renewing a contract for previously contracted work. If you are planning a formal competitive procurement, you must complete this process prior to contacting Central Contracts and Legal Services for assistance with the procurement. The Office of Financial Management (OFM) and the Union may rely on information that you provide on this form regarding work historically performed by DSHS represented employees.

If this process results in a contract for services, you should retain a copy of this form and attachments with the contract file.

A. Program / project information:

TODAY'S DATE	ADMINISTRATION / DIVISION		
PROGRAM MANAGER'S NAME AND TITLE			TELEPHONE NUMBER
PROGRAM/PROJECT TITLE			
DESCRIPTION OF PROGRAM / PROJECT			
PROPOSED START DATE	EXPECTED COST	PROPOSED PROCUREMENT METHOD	APPLICABLE UNION CONTRACT

B. Is this work that is currently done by an employee whose position is in a bargaining unit? Yes No
If no, attempt to assess impacts, if any, to the administration / division bargaining unit employees.

C. Why is a contract necessary as opposed to using current bargaining unit employees? Please check all that apply and supply information where requested:

- Contracting is mandated by Legislation or funding source (provide citation and summary):

- Contract is mandated in budget bill (provide citation):

- Agency received funding without FTEs:

- Work requires specialized experience, skills or degree (examples: nursing, accounting, social work):

- One-time funding (short-term peak workload):

- Lack of staff expertise:

- Efficiency - what makes business sense for staff to do versus consultant (short-term need):

Effectiveness/credibility of agency (need neutral or unbiased results):

Provide narrative to explain the reasons for contracting checked above.

D. Complete and forward a description of the scope of work to be purchased and this form to your Labor Relations Representative at the DSHS Labor Relations Unit (LRU) in the Human Resources Division.

Date forwarded to the Labor Relations Unit: _____

Keep a copy of the form and any correspondence in the program / project file. **Do NOT proceed** with the contracting process until notified by the LRU that the review is complete and you may do so.

E. LRU will decide on whether the Union must be notified.

If notification to Union is not required, the LRU will notify the program manager named on this form.

If notification is required, the LRU will work with the program manager named on this form to provide the required notification.

YOUR PRINTED NAME AND TITLE	DATE
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