

October 15, 2009

**TO:** Purchasing & Program Managers  
**FROM:** Department of Information Services  
**SUBJECT:** American Recovery and Reinvestment Act 2009 (ARRA)

DIS Master Contracts are for use by multiple agencies. Most of these agreements will not be utilized to make purchases using ARRA funds. However, DIS is working on amending the Master Contracts to comply with ARRA specific requirements. Accordingly, agencies shall not use existing Master contracts to make purchases using ARRA funds until DIS modifies the contract to comply with ARRA specific requirements, prior to the agency proceeding with purchase. The Master Contract amendments will include the provisions that have been approved as to form by the Office of the Attorney General for the State of Washington.


#### WHAT IF I NEED TO DO A SECOND TIER PROCUREMENT?

If the Master Contract allows for Second Tier competition, the Agency may use the contract for ARRA funds subject to the Agency User's compliance with the ARRA procurement requirements in its Second Tier procurement document.

#### WHAT IF I NEED ADDITIONAL TERMS THAT ARE NOT INCLUDED IN THE AMENDMENT?

In addition to these provisions, there may be other provisions required by state or federal law depending upon the nature of the contract or grant and source of funds. As with any contract or grant, state agencies should consult with their assigned assistant attorneys general (AAG) for approval as to form for the contract or grant being issued. If state agencies have questions regarding these additional provisions required by ARRA, they should consult their assigned AAG or contact Deputy Attorney General Christina Beusch. If state agencies need to include additional provisions to facilitate a purchase under the Master Contracts, the agency's authorized designee shall notify the Office of Legal Services of such requests by emailing Rebekah O'Hara ([rebekaho@dis.wa.gov](mailto:rebekaho@dis.wa.gov)) and Michael Callahan ([michaelc@dis.wa.gov](mailto:michaelc@dis.wa.gov)).

#### HOW WILL I KNOW WHICH VENDOR HAS SIGNED THE AMENDMENT?

All DIS Master contract holders who are compliant with the ARRA regulations will be displayed with an ARRA symbol . This symbol will appear only next to those contract holders who have accepted Recovery Act terms and conditions and reporting requirements, and are eligible to fulfill ARRA orders. For more information on ARRA, visit [Recovery.gov](http://Recovery.gov) and <http://www.recovery.wa.gov>