

Multiple Agency Fiscal Note Summary

Bill Number: 5684 SB	Title: Small works rosters
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Estimated Cash Receipts

NONE

Agency Name	2023-25		2025-27		2027-29	
	GF- State	Total	GF- State	Total	GF- State	Total
Local Gov. Courts						
Loc School dist-SPI						
Local Gov. Other	No fiscal impact					
Local Gov. Total						

Estimated Operating Expenditures

Agency Name	2023-25				2025-27				2027-29			
	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total
Department of Commerce	.2	1,466,536	1,466,536	1,466,536	.2	948,688	948,688	948,688	.2	1,002,568	1,002,568	1,002,568
Office of Minority and Women's Business Enterprises	.0	0	0	0	.0	0	0	0	.0	0	0	0
Department of Enterprise Services	.0	0	0	0	.0	0	0	0	.0	0	0	0
Total \$	0.2	1,466,536	1,466,536	1,466,536	0.2	948,688	948,688	948,688	0.2	1,002,568	1,002,568	1,002,568

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts									
Loc School dist-SPI									
Local Gov. Other	No fiscal impact								
Local Gov. Total									

Estimated Capital Budget Expenditures

Agency Name	2023-25			2025-27			2027-29		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Department of Commerce	.0	0	0	.0	0	0	.0	0	0
Office of Minority and Women's Business Enterprises	.0	0	0	.0	0	0	.0	0	0
Department of Enterprise Services	.0	0	0	.0	0	0	.0	0	0
Total \$	0.0	0	0	0.0	0	0	0.0	0	0

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts									
Loc School dist-SPI									
Local Gov. Other	No fiscal impact								
Local Gov. Total									

Estimated Capital Budget Breakout

NONE

Prepared by: Gwen Stamey, OFM	Phone: (360) 790-1166	Date Published: Final 2/14/2023
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Individual State Agency Fiscal Note

Bill Number: 5684 SB	Title: Small works rosters	Agency: 103-Department of Commerce
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	0.2	0.2	0.2	0.2	0.2
Account					
General Fund-State 001-1	732,744	733,792	1,466,536	948,688	1,002,568
Total \$	732,744	733,792	1,466,536	948,688	1,002,568

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Danielle Creech	Phone: 360-786-7412	Date: 02/06/2023
Agency Preparation: Buck Lucas	Phone: 360-725-3180	Date: 02/10/2023
Agency Approval: Jason Davidson	Phone: 360-725-5080	Date: 02/10/2023
OFM Review: Gwen Stamey	Phone: (360) 790-1166	Date: 02/14/2023

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.

Section 2 adds a new section to RCW 39.04 requiring the Municipal Research and Services Center (MRSC) to develop a statewide small works roster by June 30, 2024, and develop criteria for the roster with collaboration from affected agencies. The Department of Commerce (department) shall provide funding to MRSC as appropriated to maintain and publicize the small works roster and work with MRSC to notify state and local governments authorized to use it. The department shall work with MRSC to provide guidance on how to use the small works roster authority, which may take the form of a manual provided to local governments.

II. B - Cash receipts Impact

Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.

II. C - Expenditures

Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.

Section 2(3) directs the department, through the Municipal Research and Services Center (MRSC), to develop a statewide small works roster by June 24, 2024. The department is further directed to provide funding for MRSC to maintain and publicize the small works roster, to work with MRSC to notify state and local governments about the statewide roster, and to provide guidance on how to use the authority.

Agency assumptions:

- The Department of Enterprise Services (DES) estimates that a subcommittee with participants from the department and other agencies will establish the rules necessary to meet the requirements established by the bill. DES estimates the subcommittee will meet 20 times for two hours, for an annual total of 40 hours.
- The department manages pass-through funding for MRSC and assumes that the legislation would result in an additional contract with MRSC. The department assumes the work to participate on the subcommittee led by DES will be performed by existing staff.
- During fiscal years 2024 and 2025, MRSC estimates it would hire two additional full-time staff to convert the Convert Small Works Roster from “fee-based” to “pass-through based.” Two additional full-time staff would be required to manage the expansion of the program statewide. Upgrades and modifications to software programming would be done through contracted services. Both new and existing MRSC staff would conduct stakeholder involvement meetings, conduct trainings, analyze data, and respond to requests from stakeholders.
- During fiscal years 2026 through 2029, MRSC estimates that four full-time staff would be required to manage the statewide program. Both new and existing MRSC staff would respond to requests from stakeholders, lead stakeholder involvement work, and participate in efforts for continuous improvement.

0.20 FTE Commerce Specialist 4 (416 hours) in FY24 and FY25 and 0.15 FTE (312 hours) in FY26 through FY29, for the MRSC Contract Manager to manage the contract and assist with the coordination between MRSC, state agencies, local governments, and businesses, including to manage the contract and assist with continued stakeholder involvement activities, and participate in the interagency workgroup.

Salary and Benefits:

FY24: \$23,195

FY25: \$23,983

FY26-FY29: \$17,987 per fiscal year

Professional Service Contracts:

Contract with MRSC:

FY24-FY25: \$700,000 per fiscal year to convert the small works roster and manage the statewide program

FY26-FY27: \$449,000 per fiscal year for ongoing management of the statewide program

FY28-FY29: \$475,940 per fiscal year for ongoing management of the statewide program

Goods and Services:

FY24: \$1,918

FY25: \$1,919

FY26-FY29: \$1,439 per fiscal year

Intra-Agency Reimbursements:

FY24: \$7,631

FY25: \$7,890

FY26-FY29: \$5,918 per fiscal year

Note: Standard goods and services costs include supplies and materials, employee development and training, central services charges and agency administration. Intra-agency-administration costs (e.g., payroll, HR, IT) are funded under a federally approved cost allocation plan.

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Total Cost:

FY24: \$732,744

FY25: \$733,792

FY26-FY27: \$474,344 per fiscal year

FY28-FY29: \$501,284 per fiscal year

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2024	FY 2025	2023-25	2025-27	2027-29
001-1	General Fund	State	732,744	733,792	1,466,536	948,688	1,002,568
Total \$			732,744	733,792	1,466,536	948,688	1,002,568

III. B - Expenditures by Object Or Purpose

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	0.2	0.2	0.2	0.2	0.2
A-Salaries and Wages	17,242	17,760	35,002	26,640	26,640
B-Employee Benefits	5,953	6,223	12,176	9,334	9,334
C-Professional Service Contracts	700,000	700,000	1,400,000	898,000	951,880
E-Goods and Other Services	1,918	1,919	3,837	2,878	2,878
G-Travel					
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	7,631	7,890	15,521	11,836	11,836
9-					
Total \$	732,744	733,792	1,466,536	948,688	1,002,568

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2024	FY 2025	2023-25	2025-27	2027-29
Administrative Services - Indirect	111,168	0.0	0.0	0.0	0.0	0.0
Commerce Specialist 4	86,212	0.2	0.2	0.2	0.2	0.2
Total FTEs		0.2	0.2	0.2	0.2	0.2

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.

NONE

IV. D - Capital FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

Part V: New Rule Making Required

Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.

Individual State Agency Fiscal Note

Bill Number: 5684 SB	Title: Small works rosters	Agency: 147-Office of Minority and Women's Business Enterprises
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Danielle Creech	Phone: 360-786-7412	Date: 02/06/2023
Agency Preparation: Paul Bitar	Phone: 360-407-8129	Date: 02/09/2023
Agency Approval: Paul Bitar	Phone: 360-407-8129	Date: 02/09/2023
OFM Review: Amy Hatfield	Phone: (360) 280-7584	Date: 02/10/2023

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.

This bill would change the definition of "small business" under RCW 39.04.010 and would add rules pertaining to small works rosters. It would impact DES, MRSC, and the Department of Commerce, but it would not impact OMWBE or result in any costs to the agency.

II. B - Cash receipts Impact

Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.

II. C - Expenditures

Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part I and Part IIIA.*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.

NONE

IV. D - Capital FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

Part V: New Rule Making Required

Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.

Individual State Agency Fiscal Note

Bill Number: 5684 SB	Title: Small works rosters	Agency: 179-Department of Enterprise Services
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Danielle Creech	Phone: 360-786-7412	Date: 02/06/2023
Agency Preparation: Becky Guyer	Phone: (360) 407-9254	Date: 02/09/2023
Agency Approval: Ashley Howard	Phone: (360) 407-8159	Date: 02/09/2023
OFM Review: Cheri Keller	Phone: (360) 584-2207	Date: 02/09/2023

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.

Section 1 amends RCW 39.04.010 and 2008 c 130 s 16 to update the definition of “contract” and adds a definition for “small business”. This has no fiscal impact to the Department of Enterprise Services (DES).

Section 2 adds a new section to RCW 39.04 that establishes procedures for small works rosters at a state agency or authorized local government level. This section also requires the Department of Commerce to provide funding to the municipal research and services center to develop the statewide small works roster. Subsection (4) states that procedures included in rules adopted by DES in implementing this section must be included in any rules providing for a small works roster that is adopted by another state agency, if that authority has been delegated to them by DES. DES can update any procedures and rules as part of routine business process, therefore, no fiscal impact to DES.

Section 3 adds a new section to RCW 39.04 that establishes procedures and contracting limits for small works and direct contracting. Subsection (4) requires DES to develop and make available on its public-facing website templates for bid invitations, bidding, and contracting that may be used by state agencies, authorized local governments, and contractors. DES will update existing templates as part of our routine business process, therefore, no fiscal impact.

Section 4 repeals RCW 39.04.155 (Small works roster contract procedures—Limited public works process—Definitions). This has no fiscal impact to DES.

This legislation will require DES to update WAC’s, however this can be done within routine business processes, therefore, no fiscal impact.

II. B - Cash receipts Impact

Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.

II. C - Expenditures

Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part I and Part IIIA.*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.

NONE

IV. D - Capital FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

Part V: New Rule Making Required

Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.

LOCAL GOVERNMENT FISCAL NOTE

Department of Commerce

Bill Number: 5684 SB

Title: Small works rosters

Part I: Jurisdiction-Location, type or status of political subdivision defines range of fiscal impacts.

Legislation Impacts:

- Cities:
- Counties:
- Special Districts:
- Specific jurisdictions only:
- Variance occurs due to:

Part II: Estimates

- No fiscal impacts.
- Expenditures represent one-time costs:
- Legislation provides local option: Authorized local governments may use a statewide small works roster or create their own.
- Key variables cannot be estimated with certainty at this time:

Estimated revenue impacts to:

None

Estimated expenditure impacts to:

None

Part III: Preparation and Approval

Fiscal Note Analyst: Alice Zillah	Phone: 360-725-5035	Date: 02/13/2023
Leg. Committee Contact: Danielle Creech	Phone: 360-786-7412	Date: 02/06/2023
Agency Approval: Allan Johnson	Phone: 360-725-5033	Date: 02/13/2023
OFM Review: Gwen Stamey	Phone: (360) 790-1166	Date: 02/14/2023

Part IV: Analysis

A. SUMMARY OF BILL

Description of the bill with an emphasis on how it impacts local government.

Sec. 1 amends RCW 39.04.010 to define small business to mean a business that is certified by the Office of Minority and Women's Business Enterprises (OMWBE).

Sec. 2 adds a new section to RCW 39.04 to establish uniform small works roster requirements, including authorization for a state agency or authorized local government to use a statewide small works roster to create and maintain one or more small works rosters for different specialties or geographic areas served by contractors on the roster. At least once per year, each agency or authorized local government provide to OMWBE's directory of certified firms, and publish, a notice of the existence of the roster and solicit contractors for the roster. The Municipal Research and Services Center must develop a statewide small works roster by June 30, 2024, and develop criteria for the roster with collaboration from affected agencies.

Sec. 3 adds a new section to RCW 39.04 to establish uniform small works roster provisions to award contracts.

B. SUMMARY OF EXPENDITURE IMPACTS

Expenditure impacts of the legislation on local governments with the expenditure provisions identified by section number and when appropriate, the detail of expenditures. Delineated between city, county and special district impacts.

The legislation would result in no expenditure impacts for local government. The bill would create a local option for jurisdictions to utilize the statewide small works roster or create and maintain one or more small works rosters for different specialties, categories of anticipated work, or geographic areas served by contractors on the roster that have registered for inclusion on that particular roster.

The bill does not mandate that local jurisdictions take any action, so does not have cost impacts for them.

C. SUMMARY OF REVENUE IMPACTS

Revenue impacts of the legislation on local governments, with the revenue provisions identified by section number, and when appropriate, the detail of revenue sources. Delineated between city, county and special district impacts.

The legislation would have no revenue impact for local government.