EvCC2090P: CONTRACTING WITH AN EvCC (OR OTHER STATE AGENCY) EMPLOYEE PROCEDURE
Original Date: July 17, 2012
Revision Date: December 4, 2012
Procedure Contact: Vice President of Administrative Services

PROCEDURE
State law requires that permission be obtained from the Washington State Executive Ethics Board (EEB) in order to contract with a current EvCC (or other State agency) employee when one of the following conditions is met:

- If the process for awarding the contract or grant was not open and competitive
- On such an occasion when only one bid or application was received

If it is desired to award a contract to an EvCC (or other State agency) employee, and one of the aforementioned conditions was met, please provide the information listed below to the Director of Logistics Operations via email:

1) Description of the employee’s current duties and responsibilities
2) Statement of the proposed work
3) Copy of the contract
4) Duration and dollar value of the contract
5) If the employee works for another state agency, a statement that explains no resources from that agency will be used to perform the work under contract with Everett Community College, and
   a) a description of how the work will be completed without using the resources of that agency; and
   b) a statement that the current agency has reviewed or approved the outside contract.

The Director of Logistics Operations will send the information to the ethics board for review and final approval. If the ethics board approves the action, the Director of Logistics operations will complete the contract process and notify the contracting party.

RELEVANT LAWS AND OTHER RELATED INFORMATION
WAC 292-110-060
Washington State Executive Ethics Board

REVISION HISTORY
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APPROVED BY
VP Staff