



PROCLAMATION 21-14, et seq.
SUMMARY CHART OF

DISCLAIMER. *This summary chart is meant to be a reference for Washington employers implementing Proclamation 21-14, et seq. The state makes no representation that reliance on this summary will satisfy an employer’s legal obligations or shield any employer from legal challenges. Every employment setting is unique, and you should carefully review your accommodation policies with legal counsel. In providing this summary, the state is not requiring its use by private employers; rather, it is intended for Washington state agencies and is offered for general informational purposes only.*

EXECUTIVE SUMMARY – SUMMARY TABLE & LIST OF SAMPLE TOOLS

The following *Summary Chart* depicts appropriate procurement tools for various procurement scenarios to implement the requirements prescribed in [Proclamation 21-14 – COVID-19 Vaccination Requirement](#) (dated August 9, 2021), as amended by [Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (dated August 20, 2021), which requires contractors who have goods, services, or public works contracts with Washington state agencies to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless excepted or exempted as prescribed by the Proclamation.

The *List of Sample Tools* provides a summary of the available sample tools and their purpose.

PROCLAMATION 21-14.1 – COVID-19 VACCINATION REQUIREMENT: STATE AGENCY GOODS/SERVICES CONTRACTS					
STATE AGENCY IMPLEMENTATION OF PROCLAMATION 21-14.1		NOTICE TO CONTRACTOR	PROCUREMENT/CONTRACT STAGE		
			SOLICITATION	CONTRACT	COMPLIANCE
Agency Led Verification Process	<i>Existing Contract</i>	Yes Notice Letter – Agency-Led	N/A	Contractor Certification – 1	Contract remedies for failure to comply with law
Contractor Led Verification Process		Yes Notice Letter – Contractor-Led	N/A	Contractor Certification – 2	
Agency Led Verification Process	<i>Future Solicitation/ Contract</i>	N/A	Contractor Certification – 1	Contract Provision – 1	Contract remedies for breach of COVID-19 Proclamation Contract Clause
Contractor Led Verification Process		N/A	Contractor Certification – 2	Contract Provision – 2	

LIST OF SAMPLE TOOLS	
TOOL	FUNCTION
NOTICE LETTER	Provide notice to <u>existing contractors</u> whose contract requires on-site performance at Agency that Contractor must comply with Proclamation 21-14.1. Edit the Notice letter to alert Contractor as to which verification process the Agency will use for the Contract at issue: <ul style="list-style-type: none"> ▪ an Agency-led verification process; or ▪ a Contractor-led verification process.
Use paragraph for Agency-led Verification Process	
Use paragraph for Contractor-led Verification Process	
COVID-19 CONTRACTOR CERTIFICATION – 1	Used for Agency-led Proclamation verification process for: <ul style="list-style-type: none"> ▪ Existing Contracts; and ▪ Future Solicitations
COVID-19 CONTRACTOR CERTIFICATION – 2	Used for Contractor-led Proclamation verification process for: <ul style="list-style-type: none"> ▪ Existing Contracts; and ▪ Future Solicitations.
CONTRACT PROVISION – 1	Used for Agency-led Proclamation verification process for: <ul style="list-style-type: none"> ▪ Future Contracts.
CONTRACT PROVISION – 2	Used for Contractor-led Proclamation verification process for: <ul style="list-style-type: none"> ▪ Future Contracts.