



Department of Enterprise Services (DES) – Facility Professional Services (FPS)

Statement of Qualification Upload Instructions

Thank you for your interest in submitting your Statement of Qualifications (SOQ) electronically.

The process to upload is simple and secure. Please follow these steps to submit your SOQ to DES FPS.

1. **Notify the Selections Administrator:** Via email (angeline.ernst@des.wa.gov), notify the Selections Administrator of your firm's intent to submit your SOQ/Proposal. In the e-mail to the Selections Administrator, please include the following information:
 - a. Firm Name
 - b. Agency & Project Number of RFQ
 - c. The e-mail address you'd like the invitation to upload to be sent to
2. **Create an Account:** At www.BOX.com, create an account for yourself/firm. There is a free option that works for the purpose of uploading documents. Be sure the email provided in Step 1 is the same email that is used to create/manage the BOX account.
3. **Get Access to Project Folder:** The Administrator will create a secure folder on BOX.com that is unique to the project number and e-mail address provided in Step 1. This folder can only be accessed by the provided e-mail log-in, the Selections Administrator and the DES Public Records Officer.

Once upload rights are provided to your firm by DES, an e-mail will be sent from BOX (noreply@box.com), advising that Angeline Ernst has invited you to work together. You will need to log in to BOX to view the folder.

4. **Upload Test Document:** DES highly encourages firms to upload a test document prior to the due date to ensure that uploads are successful; and that the documents can be accessed by the Administrator. This will help create a smooth submission on the due date. If you'd like confirmation that your test upload was successful, please notify the Selections Administrator.
5. **Upload SOQ:** Please use the following naming convention for uploaded SOQs/Proposals:

"ProjectNumber-FirmName" (Example: 2021-000-SampleFirmName)

For confirmation of your successful upload, please email your request to the Selections Administrator.

**If your firm is having issues on the day-of, please notify DES as soon as possible to help remedy the issue.*

This folder will only be active until the submittal deadline, at which point the Selections Administrator will process the SOQ and delete the upload folder.

If you have any questions, please reach out to the Selections Administrator, Angeline Ernst at angeline.ernst@des.wa.gov or 360-480-1071.

Thank you for your interest!