

# Procurement Tools and Templates Directory

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## Overview

The purpose of this document is to provide a collection of tools and templates to assist State agencies in conducting successful procurements. The tools and templates provided are organized by sections that align with the steps of the procurement process.

### *Procurement Strategy/Planning*

[Certification for solicitation development team members](#)

[Outreach Communication example](#)

[Request for Information \(RFI\) Template](#)

[Solicitation Schedule Calculator](#)

### *Performing a Competitive Solicitation*

[Competitive Solicitation](#): This document is designed to be a template for agencies to use when performing a competitive solicitation to procure the goods and/or services needed.

[Exhibit A-1 – Bidder’s Certification](#): This exhibit identifies information about the bidder and includes the required State certifications. Bidders complete and submit this exhibit as part of their bid in to constitute a responsive bid.

[Exhibit A-2 – Bidder’s Profile](#): This exhibit identifies information about the bidder. Bidders complete and submit this exhibit as part of their bid to constitute a responsive bid.

[Exhibit B – Performance Requirements \(Word format\)](#): This exhibit outlines the required specifications/qualifications for the product and/or service that is the subject of the Competitive Solicitation. Bidders complete and submit this exhibit as part of their bid and agencies will use it to evaluate and compare the bids.

[Exhibit C – Bid Price](#): This exhibit is designed to obtain pricing information in a uniform manner. Bidders complete and submit this exhibit as part of their bid and agencies will use it to evaluate and compare the bids.

- Bid Price example 1 – coming soon
- Bid Price example 2 – coming soon
- Bid Price example 3 – coming soon

[Exhibit D – Contract](#): this contract example includes general terms as well as terms specifically for services such as IT professional services.

[Exhibit D-1 – Contract Issues List](#): This exhibit is optional. Agencies may choose to include the exhibit or not as part of the solicitation documents. This exhibit can be used for bidders who have business concerns with the form of the contract to outline their issues and proposed resolution. Agencies always reserves the right not to modify the contract and to award the contract on the basis of a bidder’s willingness to agree to the contract. It can also be helpful in identifying specific terms that may be inconsistent with the industry or trade.

### *Evaluation Tools and Templates*

[BidTab Templates](#)

[Certification for Evaluation Team Members](#)

[Evaluation guidelines](#)

[Interview Scoring Template/Example](#)

[Reference Check Form](#)

### *Relevant Policies and Resources*

[DES-090-00 – Delegation of Authority](#) | [Procedure](#) | [FAQ](#)

[DES-140-00 – Sole Source Contracts](#) | [Contract Approval Procedure](#) | [FAQ](#)

[Environmental Procurement Preference Calculator](#) – provides guidance on which environmental requirements you need to apply to your specific procurement.

[Hydrofluorocarbons \(HFCs\) Environmental Preference \(EP\) Desk Aid](#)

[Procurement Technical Assistance Center \(PTAC\)](#) – a resource that assists the business community with all aspects of selling their products/services to state government including help with navigating the State’s solicitation process.

[Washington Electronic Business Solution \(WEBS\)](#) – this link provides information for the business community regarding WEBS including instructions on how to register.

[Tools for Equity in Public Spending](#) – this link contains tools promoting equitable practices that support the economic vitality of Washington State by ensuring all businesses have competitive access to public bidding opportunities in a variety of different industries.

[Contracts & Procurement Training & Development](#) – this webpage provides information regarding the Washington State C&P’s training program. In addition, there is a guide to help determine the required training for an employee based on their job duties/role.