



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# Procurement Manual Update

**CORINNA COOPER & SUNDAE DELGADO**

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# PROCUREMENT MANUAL



## Past

Looked at what we did in the past, surveyed groups, and determined a path forward.



## Present

Inventorying Tools, gathering examples, creating handbook, working with Web Services



## Future

Putting the pieces together to make a manual similar to the Supplier Diversity Handbook

# WHAT WE ARE DOING

- Rearranging for better flow
- Topics broken into sections
- Adding Examples
- Adding FAQ's & Lessons Learned

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## Procurement tools and templates

### Overview

The purpose of this document is to provide an overview of the procurement process as well as a collection of tools templates to assist State agencies in conducting successful procurements. The procurement process is described phases and may include additional supporting documents that may be helpful in performing the steps for that part of the process.

[Ext](#)

[Phase 1 – Planning](#) ▾

[Phase 2 – Solicitation Development](#) ▾

[Phase 3 – Posting](#) ▾

[Phase 4 – Evaluation](#) ▾

[Phase 5 – ASB and Award](#) ▾

[Phase 6 – Administration](#) ▾

### Related links

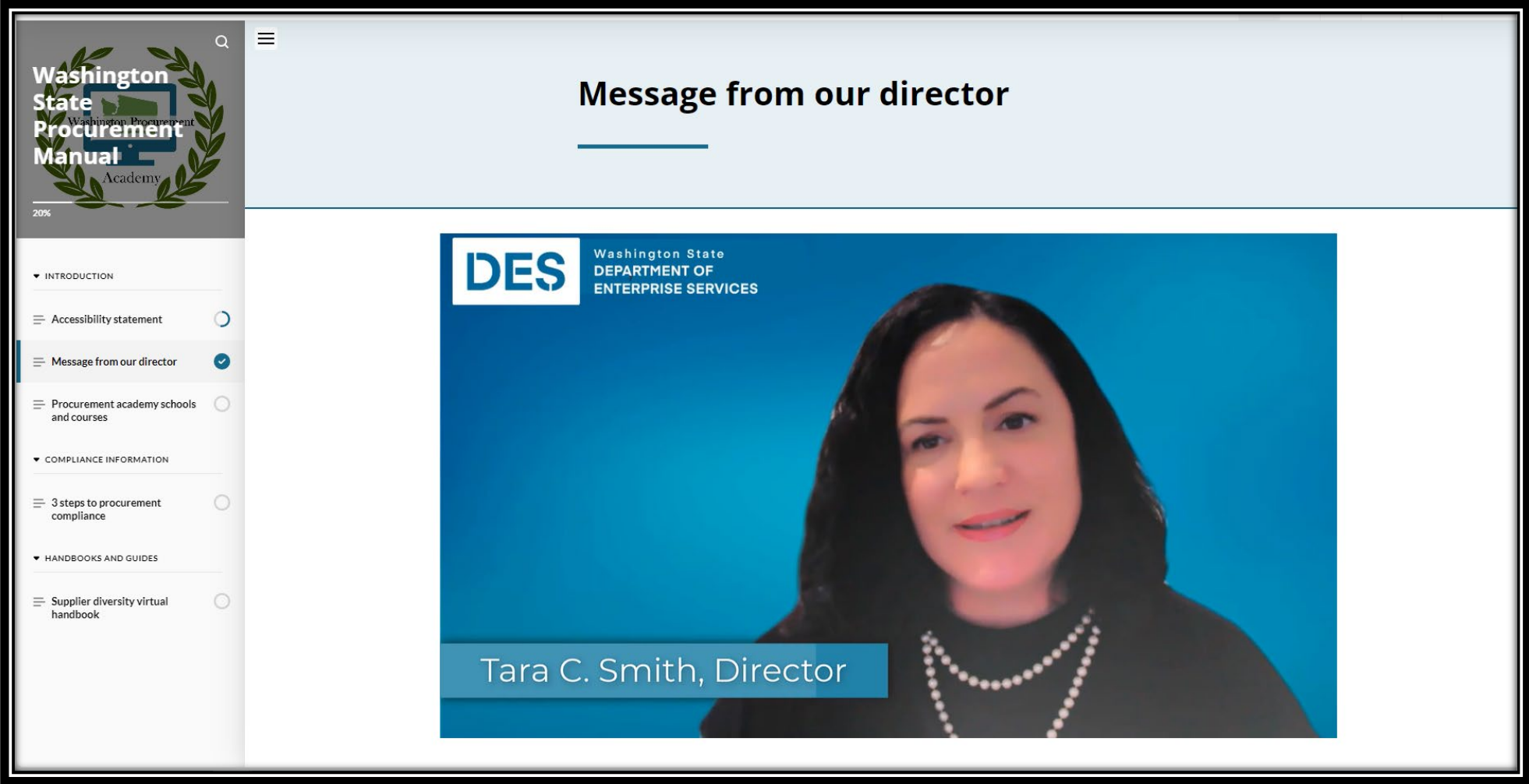
[Post & manage bid solicitations](#)

[Interactive supplier diversity handbook](#)

# THE BIG PROCUREMENT MANUAL

**What it is:** Replaces and betters that trusty old procurement manual from yesteryear. All encompassing. One stop shop. All training and policies point to this manual.

**Benefits:** Less training. Shorter training. Process consistency. Compliance ease. Risk assessment assurance. All tools at your finger tips.



# THE BIG PROCUREMENT MANUAL

**Features:** searchable by topic, word, or contract phase. Examples. Samples. Sample Language. Tools. FAQs. Lessons Learned. Testimonials.

The screenshot displays the Washington State Procurement Manual website. On the left is a navigation sidebar with the logo 'Washington State Procurement Manual Academy' and a progress indicator at 40%. The sidebar lists sections: INTRODUCTION (with sub-items: Accessibility statement, Message from our director, Procurement academy schools and courses), COMPLIANCE INFORMATION (with sub-item: 3 steps to procurement compliance), and HANDBOOKS AND GUIDES (with sub-item: Supplier diversity virtual handbook, which is selected). The main content area has a blue header with 'Page 4 - 3 steps to procurement compliance' and a search icon. The title 'Supplier diversity virtual handbook' is centered. Below the title is a callout box: 'If you would rather view the handbook in a separate window, then select this link.' At the bottom, a preview of the handbook's 'Table of Contents' page is shown, featuring a diverse group of people and the text 'Page 1 of 23' and 'Table of Contents'.

# TIMELINE



# THANK YOU



[Corinna.cooper2@des.wa.gov](mailto:Corinna.cooper2@des.wa.gov)  
[Sundae.Delgado@des.wa.gov](mailto:Sundae.Delgado@des.wa.gov)



360-870-7067  
360-918-3750



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