

WEBS MANUAL - CUSTOMER GUIDE

This document outlines the steps on how to post a solicitation, amend, and close out a document in Washington’s Electronic Business Solution (WEBS). WEBS is the bid notification system Department of Enterprise Services (DES) uses to post all solicitations.

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Necessary Tools

- If a username and password to WEBS is needed, contact WEBS Customer Service at 360.902.7400 or webscustomerservice@des.wa.gov or the WEBS Administrator at your organization.
- Check with your organization before posting a solicitation for any specific naming conventions (some organizations title their solicitations a specific way).
- WEBS may experience issues using the browser Google Chrome. Use Internet Explorer or Mozilla Firefox if you experience issues in Chrome.

Introduction to WEBS

RCW 39.26.150

Public notice—Posting on enterprise vendor registration and bid notification system.

(1) Agencies must provide public notice for all competitive solicitations. Agencies must post all contract opportunities on the state's enterprise vendor registration and bid notification system. In addition, agencies may notify contractors and potential bidders by sending notices by mail, electronic transmission, newspaper advertisements or other means as may be appropriate.

(2) Agencies should try to anticipate changes in a requirement before the bid submittal date and to provide reasonable notice to all prospective bidders of any resulting modification or cancellation. If, in the opinion of the agency, it is not possible to provide reasonable notice, the submittal date for receipt of bids may be postponed and all bidders notified.

WHO CAN USE WEBS?

Per RCW 39.26.150, agencies are required to use WEBS to post solicitations. Political subdivisions (i.e. cities, counties, higher educations, tribes, etc.) have the option to use WEBS, but it is not a requirement.

WHAT IS A COMMODITY CODE?

WEBS uses the commodity code list maintained by [National Institute for Government Purchasing](#) (NIGP).

NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code

Vendors register in WEBS and select commodity codes applicable to their business. When posting a solicitation, it is important to know what commodity code is best for the solicitation so vendors receive notification of the opportunity.

WEBS Layout

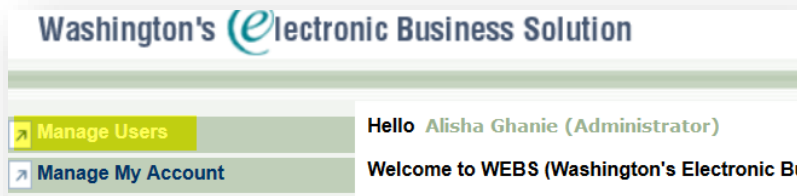
Manage Users

This field is only available for users that are Administrators. An administrator manages all the WEBS accounts for an organization. They have the ability to add, edit, and delete users from that specific organization.

Typically, a manager of a procurement division or an administrative assistant is the user. If “Manage Users” is not listed, then you are not an administrator. If you need to be an administrator, contact an Administrator in your organization and have them change your role to “Admin.” Contact WEBS Customer Service if you do not know your Administrator.

ADDING USERS:

1. Click “Manage Users”.

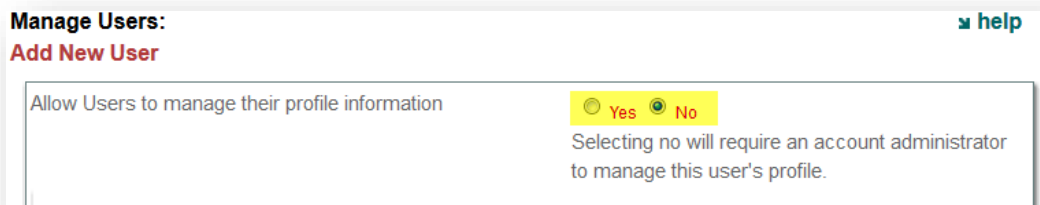


2. Click “Add”.



3. Complete the required information, using the organization’s address, email, and phone number.

Note: If this person should manage their account, change the option from no to yes:



4. Click “Submit” at the bottom.

Manage Users: [help](#)
[Add New User](#)

Allow Users to manage their profile information Yes No
 Selecting no will require an account administrator to manage this user's profile.

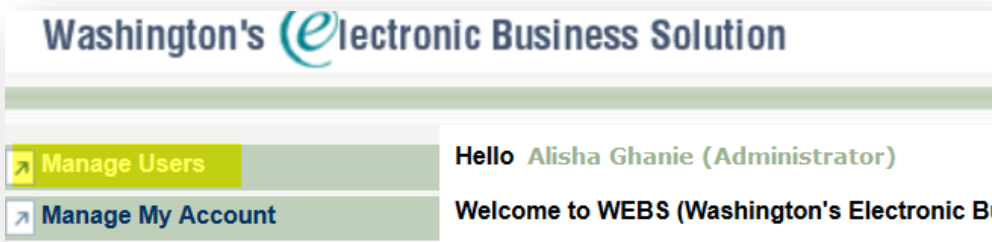
First Name * Last Name *
 Title
 Address Line 1 *
 Address Line 2
 City * State * Zip *
 Role
 Phone Number < Mobile Number
 Email Address *
 Validate Email Address *
For Customer Reporting Purposes
 Use this section to identify customer locations or cost centers associated with a user.
 Location Name/Description Location Number

[BACK](#) [SUBMIT](#)

- The employee should receive an email prompting them to click a password link. . The employee will then create a new password.

REMOVING USERS:

- Click on “Manage Users”.



- Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list.

Burbage , Jennifer	jennifer.burbage@des.wa.gov	(360) 407-9422	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Burdette , Kim	kim.burdette@des.wa.gov	(360) 902-7275	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Bustetter , Kerry	kerry.bustetter@des.wa.gov	(360) 407-9394	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Caling , Michael	michael.caling@des.wa.gov	(360) 856-3162	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Campbell , Mary	mary.campbell@des.wa.gov	(360) 664-7667	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
1 2 3 4 5 6 7 8					

3. Click “Remove” on the right hand corner. There is no pop up confirmation, so ensure you have the correct person before clicking “Remove”.

Ghanie , Alisha	alisha.ghanie@des.wa.gov	(360) 407-9033	Yes	<input type="button" value="edit"/>	<input type="button" value="remove"/>
---------------------------------	--------------------------	----------------	-----	-------------------------------------	---------------------------------------

EDITING A USER’S INFO:

1. Click on “Manage Users”.

Washington's Electronic Business Solution

- [Manage Users](#)
- [Manage My Account](#)

Hello **Alisha Ghanie (Administrator)**

Welcome to WEBS (Washington's Electronic Business Solution)

2. Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list.

Burbage , Jennifer	jennifer.burbage@des.wa.gov	(360) 407-9422	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Burdette , Kim	kim.burdette@des.wa.gov	(360) 902-7275	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Bustetter , Kerry	kerry.bustetter@des.wa.gov	(360) 407-9394	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Caling , Michael	michael.caling@des.wa.gov	(360) 856-3162	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Campbell , Mary	mary.campbell@des.wa.gov	(360) 664-7667	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
1 2 3 4 5 6 7 8					

3. Click “Edit”.

Ghanie , Alisha	alisha.ghanie@des.wa.gov	(360) 407-9033	Yes	<input type="button" value="edit"/>	<input type="button" value="remove"/>
---------------------------------	--------------------------	----------------	-----	-------------------------------------	---------------------------------------

- Alter the information and select “Save”. Resetting a password for someone can also be done by clicking Reset Password.

INACTIVATING OR ACTIVATING A USER:

- Click on “Manage Users”.

- Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list. For the list of already inactive users, use the drop down menu in the top left corner of the page and select “inactive”.

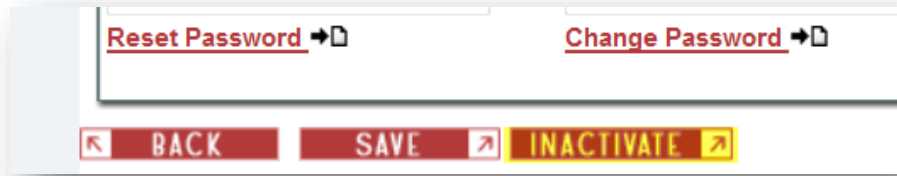
Burbage , Jennifer	jennifer.burbage@des.wa.gov	(360) 407-9422	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Burdette , Kim	kim.burdette@des.wa.gov	(360) 902-7275	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Bustetter , Kerry	kerry.bustetter@des.wa.gov	(360) 407-9394	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Caling , Michael	michael.caling@des.wa.gov	(360) 856-3162	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>
Campbell , Mary	mary.campbell@des.wa.gov	(360) 664-7667	No	<input type="button" value="edit"/>	<input type="button" value="remove"/>

1 2 3 4 5 6 7 8

- Click “Edit”.

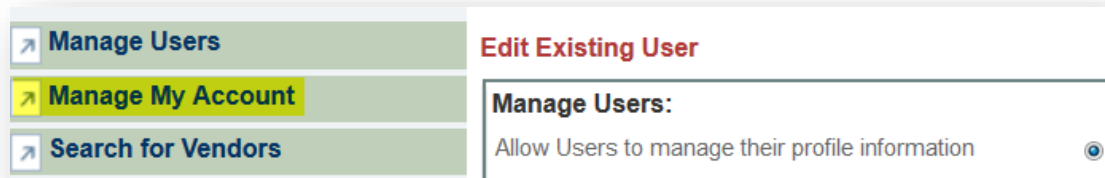
Ghanie , Alisha	alisha.ghanie@des.wa.gov	(360) 407-9033	Yes	<input type="button" value="edit"/>	<input type="button" value="remove"/>
---------------------------------	--------------------------	----------------	-----	-------------------------------------	---------------------------------------

- Click "Inactivate" to disable the account. Click "Activate" to enable the account.

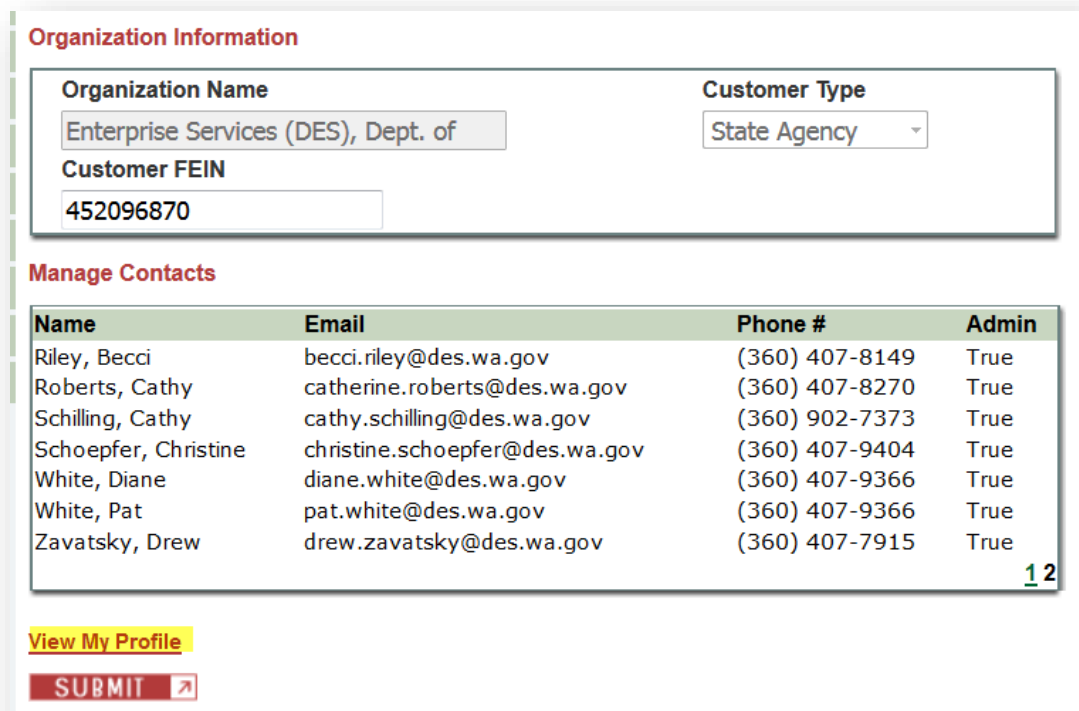


Manage My Account

- Click on "Manage My Account".



- Altering the Customer FEIN number is the only area that can be altered for the organization . Click on "View My Profile" to see the information pertaining to you.



- Alter the profile information as necessary and click "save".

City *	State *	Zip *
Olympia	Washington	98501
Role		Status
Admin		Active
Phone Number *	Fax Number	
(360) 407-9033	() -	
Email Address *		
alisha.ghanie@des.wa.gov		
Validate Email Address *		
alisha.ghanie@des.wa.gov		
For Customer Reporting Purposes		
Use this section to identify customer locations or cost centers associated with a user.		
Location Name/Description	Location Number	
Reset Password	Change Password	

BACK SAVE INACTIVATE

Search for Vendors:

1. Click on "Search for Vendors"

washington's Electronic Business Solution

Manage Users Hello Alisha Ghanie (Administrator)

Manage My Account Welcome to WEBS (Washington's Electronic Business Solution).

Search for Vendors You will find the tools needed to assist you when conducting solicitation p for your organization. Organizations will be able to search for vendors an information; create solicitation records and post solicitation documents to

Build/Manage Notification lists

2. If looking for a specific vendor, use their FEIN (Tax Identification Number). Vendors may have similar names, so using their FEIN number will narrow the search .

Manage Users	Search For Vendor : help	
Manage My Account	Identify search criteria using any combination of filters below	
Search for Vendors	Vendor Name	Vendor FEIN (TIN)
Build/Manage Notification lists		91-6001081
Manage Solicitations	City	State Zip
		(Select a State)

WEBS Customer User Guide

There's a multitude of ways to search for vendors. If searching for a list of vendors, search by commodity code. Searching by solicitations is also an option that will provide a list of vendors who downloaded the solicitation .

Vendor Name	Vendor FEIN (TIN)	
<input type="text"/>	<input type="text" value="91-6001081"/>	
City	State	Zip
<input type="text"/>	(Select a State) ▾	<input type="text"/>
Search By Commodity Code(s)		➔ Search Commodity Codes
Search By Downloading Vendors		➔ Search Solicitations

Other vendor search options are searching by OMWBE status, self certified small, and veteran-owned.

<input type="checkbox"/> All Diversity Types (OMWBE, Small Business, Veteran-Owned)
OR
OMWBE status
(This selects those OMWBE-certified businesses in WEBS. To search all OMWBE certified businesses regardless of WEBS registration status, see Directory of Certified Firms).
<input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Minority and Woman Owned
Self-Certified Washington Small Business
<input type="checkbox"/> Micro Business <input type="checkbox"/> Mini Business <input type="checkbox"/> Small Business
<input type="checkbox"/> Washington Certified Veteran-Owned Business

You can also search by UBI #, notification list, and county. To see vendors by Notification List, select the drop down option under "Notification List":

Washington UBI #
<input type="text"/>
Notification list
(None) ▾
Certifications
<input type="checkbox"/> A2LA Lab / ISO 9000 <input type="checkbox"/> Other <input type="checkbox"/> WA St Engineer Corp
<input type="checkbox"/> CRP <input type="checkbox"/> USGov Small Business <input type="checkbox"/> WABO SIRP
<input type="checkbox"/> DBE <input type="checkbox"/> VIG
Counties
Select All Counties - Unselect All Counties
<input type="checkbox"/> Adams <input type="checkbox"/> Douglas <input type="checkbox"/> King <input type="checkbox"/> Pacific <input type="checkbox"/> Stevens
<input type="checkbox"/> Asotin <input type="checkbox"/> Ferry <input type="checkbox"/> Kitsap <input type="checkbox"/> Pend Oreille <input type="checkbox"/> Thurston
<input type="checkbox"/> Benton <input type="checkbox"/> Franklin <input type="checkbox"/> Kittitas <input type="checkbox"/> Pierce <input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Chelan <input type="checkbox"/> Garfield <input type="checkbox"/> Klickitat <input type="checkbox"/> San Juan <input type="checkbox"/> Walla Walla
<input type="checkbox"/> Clallam <input type="checkbox"/> Grant <input type="checkbox"/> Lewis <input type="checkbox"/> Skagit <input type="checkbox"/> Whatcom
<input type="checkbox"/> Clark <input type="checkbox"/> Grays Harbor <input type="checkbox"/> Lincoln <input type="checkbox"/> Skamania <input type="checkbox"/> Whitman
<input type="checkbox"/> Columbia <input type="checkbox"/> Island <input type="checkbox"/> Mason <input type="checkbox"/> Snohomish <input type="checkbox"/> Yakima
<input type="checkbox"/> Cowlitz <input type="checkbox"/> Jefferson <input type="checkbox"/> Okanogan <input type="checkbox"/> Spokane
SEARCH CLEAR

SEARCHING FOR VENDORS WHEN LOGGED OUT:

You can also search for vendors even if you are not logged in to the system.

1. Visit the [WEBS](#)



2. Click the “[search for other businesses](#)” button.
3. Follow the same steps from above for how to search for vendors for customers.

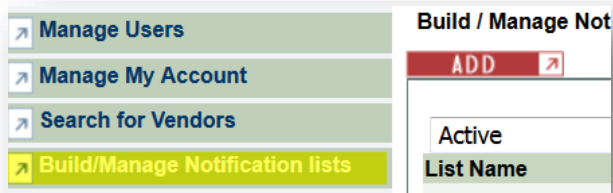
Build/Manage Notification Lists

WHAT IS A NOTIFICATION LIST?

A notification list consists of vendors who are awarded on a qualified category in a contract. The list is created and maintained by the procurement coordinator. Customers who want to purchase from a category with a notification list will post a solicitation to just that notification list. Only the vendors on that list will receive the solicitation opportunity.

BUILDING AND MANAGING THE LIST(S):

1. Click on “Build/Manage Notification List. To build a new list, click “Add”.



List Name *

Status

Active ▼

List is Public Yes No

List will search by Commodity Code Yes No

Add Commodity Code(s) ➔ Search for Comm Codes to add to list

Add Vendors ➔ Search for Vendors to add to list

List Description *

Not a real list, creating a user guide.

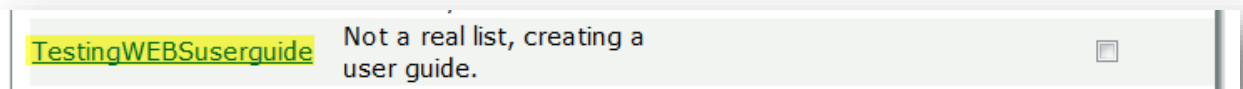
Selecting yes will make your list public which is accessible by all WEBS users for purposes of solicitation notification. Selecting no will make your list private and will only be accessible by users in your organization.

When this notification list is used to select vendors for notification, or for a vendor search, it will be default select the vendors that have been selected below. By selecting 'yes' here, it will also also select all vendors associated with the commodity codes that have been selected below. If you don't want to select by commodity code, select 'no' here.

3. To add vendors, click on “Search for Vendors to add to list”. This will take you to the search vendor screen. Use the section “Search Vendors” of this user guide to locate vendors and add them to the notification list.

Note: When selecting vendors, click “save” at the bottom before navigating to other pages.

4. To manage the list, find the notification list and click on it:



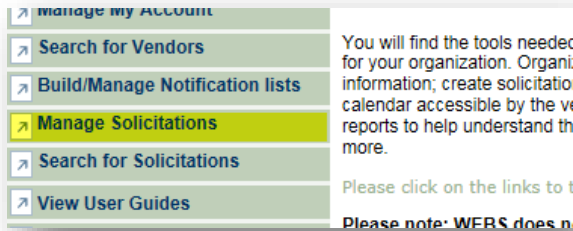
5. Make changes and click “Save”.
6. To delete a list, locate and select the check box to the right, then scroll to the bottom and click “delete”.



Manage Solicitations

POSTING A SOLICITATION:

1. Log in to [WEBS](#).
2. Click on “Manage Solicitations” in the left hand menu.



3. Click on “Add New Solicitation” at the top of the page.



4. Complete Step 1. Everything with an asterisk must be filled out. You will not be able to move on to step 2 until step 1 is complete.

A screenshot of the 'Step 1' form for creating a solicitation. The form is titled 'Step 1' and includes instructions: 'You must complete the steps in order: Step 1, Step 2, Step 3 and Step 4 and fill out the fields from left to right for each step. The system will not allow you to complete the steps out of order and will prompt you with an error message.' The form fields are: Customer Reference Number * (123), System Assigned Identifier (33679), Solicitation Title * (limited to 75 characters) (123), and Description * (limited to 500 characters) (123). Below these are dropdown menus for Solicitation Type (RFP), Request Type* (Goods and/or Services), and Open or Selective * (Open). A section titled 'This solicitation includes the following preferences:' contains a table with columns 'Title', 'Select', and 'Reason for Selecting No'. The first row is 'Executive Order 18-03' with 'Yes' selected and 'Reason!' in the 'Reason for Selecting No' column. Annotations with red arrows point to the 'Contract #.' field, the 'Title of the solicitation.' field, the 'Brief description.' field, and the 'Reason!' field. A text box on the right explains: 'Selective means: notifying a pre-qualified vendor list. Open means notifying all vendors by commodity codes chosen (see step 5). Preference: Select "Yes" if your solicitation considers any preference listed.'

The Post Date is the date the solicitation will post to the solicitation calendar. The Inactive Date is the date the solicitation will drop off the solicitation calendar.

Posting Date * (Scheduled solicitations will post at 12:01 am.)

Inactive Date * (Solicitations will be inactivated at 11:59 pm)

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Contact Name *

Contact Email Address *

Validate Email Address *

Estimated Value (limited to 24 characters)

Organization Name *

Contact Phone * () - ext.

5. Fill out step 2
 - a. Click on "Select Counties" in the middle of the page.

Step 2 - Make sure you have completed Step 1 before proceeding.

Select the county where the Goods are to be delivered or the Services to be performed.

Counties* [Select Counties](#)

Please select a commodity code for this solicitation. This selection does not affect vendor notification.

Comm Codes* [Select Comm Codes](#)

- i. Select all counties that will be serviced in the solicitation, then click "Save".

Select Counties : help

County
<input type="checkbox"/> Adams
<input type="checkbox"/> Asotin
<input type="checkbox"/> Benton

- b. Click on "Select Comm Codes".

Step 2 - Make sure you have completed Step 1 before proceeding.

Select the county where the Goods are to be delivered or the Services to be performed. **Counties*** [Select Counties](#)

Please select a commodity code for this solicitation. This selection does not affect vendor notification. **Comm Codes*** [Select Comm Codes](#)

County Name

Adams
Asotin
Benton
Chelan

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

- i. Type in a key word or commodity code numbers (960-14, etc.), then click Search.

Search for commodity codes
Enter in a keyword or keywords for your search criteria. Click the **Search** button to execute the search.
For additional searching tips click on the help link.

Search by Keyword or Code:

or Search by Category

[View](#) entire commodity code listing

Check all codes

	Code	Category	Commodity Title
			1 2 3 4
<input type="checkbox"/>	977-08	Rental Or Lease Services Of Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, And Window And Floor Coverings	Albums, Tapes, Compact Disks, etc. Rental or Lease

Rental Or Lease Services Of Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, And

- ii. If there are multiple pages of commodity codes, select the ones that apply (check the box next to the code) on one page, click “save” then click on the next page and so forth. Once all commodity codes are selected, click “Save and Close”.

Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School

<input checked="" type="checkbox"/>	420-20	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School	Dormitory Furniture, Wood: Wardrobes, Beds, Bunkbeds, Desks, etc.
<input type="checkbox"/>	425-30	Furniture: Office	Drafting Chairs and Stools, Metal and Wood

Furniture: Office

[1](#) [2](#) [3](#) [4](#)

6. In step 3, populate the vendors that will be notified by clicking on “Commodity Code/County”.
 - a. If posting a solicitation that is “Selective” (meaning there is a pre-qualified list of vendors), do not click on the button shown in the “before” picture. Click the “Notification List” button and locate the correct list, then click save.

Before

Step 3 - Make sure you have completed Steps 1 and 2 before proceeding.
Step 3 builds your vendor list for notification.

SELECT VENDORS FOR NOTIFICATION BY:

COMMODITY CODE/COUNTY **NOTIFICATION LIST** **YES**

It is the counties where the vendors indicated they are willing to provide service in.

[View Selected Vendors](#) [Clear All Choices](#)

Total number of records = 0
 Total number of minority owned records = 0
 Total number of woman owned records = 0
 Total number of minority and woman owned records = 0
 Total number of Washington small business records = 0
 Total number of Washington mini business records = 0
 Total number of Washington micro business records = 0
 Total number of veteran owned records = 0

After

Step 3 - Make sure you have completed Steps 1 and 2 before proceeding.
Step 3 builds your vendor list for notification.

SELECT VENDORS FOR NOTIFICATION BY:

COMMODITY CODE/COUNTY

It is the counties where the vendors indicated they are willing to provide service in.

[View Selected Vendors](#) [Clear All Choices](#)

Total number of records = 40
 Total number of minority owned records = 0
 Total number of woman owned records = 1
 Total number of minority and woman owned records = 0
 Total number of Washington small business records = 7
 Total number of Washington mini business records = 0
 Total number of Washington micro business records = 0
 Total number of veteran owned records = 1

7. In step 4, click Browse, find the solicitation document, then click “Upload Solicitation Document”.
Note: Please title your documents in a way that will be easy for the vendor to understand what the document contains. For example, “ExhibitC_PerformanceRequirements” is a clear, easy way to describe the contents of the document for the vendor.

Step 4 - Make sure you have completed Steps 1, 2 and 3 before proceeding.

Solicitation Document Name * **Upload Solicitation Document**
 (50 character file name limit)

\\Profiles.eClient.wa.lc\DESProfile\$\alishag\Desktc **Browse...**

No File Uploaded

File

8. If ready to post, click “Post Solicitation”.
 - a. If not ready, click “Save as Draft”. When ready to post, log back in and search for your bid under “Manage Solicitations”. Go to the drop down arrow and select “Draft”, find the solicitation and post when complete.
 - i. There is also the option to “Schedule” the solicitation so that you can pre-plan a date in the future for the solicitation to post.

Step 4 - Make sure you have completed Steps 1, 2 and 3 before proceeding.

Solicitation Document Name *
(50 character file name limit) [Upload Solicitation Document](#)

File
[Delete 00001b.docx](#)

Solicitation Amendment Name
(50 character file name limit)

No File Uploaded
File

[RECORD SOLICITATION RESULTS](#) Record Solicitation Results and Notify Unsuccessful Vendors

[VIEW SOLICITATION HISTORY](#) This Displays Solicitation History

[BACK](#) [SAVE AS DRAFT](#) [POST SOLICITATION](#) [SCHEDULE](#)
[DELETE](#)

9. To view the solicitation after it is posted, click on “Search for Solicitations” and type in the Customer reference number, then click “Search” at the bottom:

<ul style="list-style-type: none"> Build/Manage Notification lists Manage Solicitations Search for Solicitations View User Guides Reports Logout 	<p>Organization Name <input type="text" value="All"/></p> <p>Customer reference number <input type="text"/></p> <p>County (To select more than one option, hold down 'ctrl' or 'cmd'.) <input type="text" value="All"/> Adams Asotin Benton</p> <p>Manage Commodity Code(s) Search Commodity Codes to add</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: right;">1</td> </tr> </tbody> </table>	Code	Title	1	
	Code	Title			
	1				
	<p>Solicitation Status <input type="text" value="<ALL>"/></p>				


- a. This is an example of what the solicitation looks like when clicked on:

Edit Solicitation Record
Solicitation Details

Document Identifier	32235
Customer reference number	020-16SR
Organization Name	Snohomish County Purchasing
Solicitation Title	020-16SR: Local Voters' Pamphlets, Printing/Distribution
Description	Furnish print/distribution services. Attached is the legal ad for publication only. To access the solicitation document follow the link within the legal ad below, and submit the plan holder registration form.
Solicitation type	IFB
Open or Selective	Public
Estimated Value	
American Recovery & Reinvestment Act funding	No
Commodity Code(s)	966-76-Print-On-Demand Printing Services (Including Print and Distribute Services)
Counties	View More Detail
Posting Date	3/9/2016
Closing Date	3/24/2016
Contact Name	Snohomish County Purchasing
Contact Phone	(425) 388-3344 #
Contact Email	purchasing@snoco.org
History	View More Detail
Vendors downloading	View More Detail
Attachments	<p>Solicitation Documents</p> <p>File</p> <p>ITB 020-16SR Legal Ad Notice (1.2015).docx</p>

AMENDING A SOLICITATION

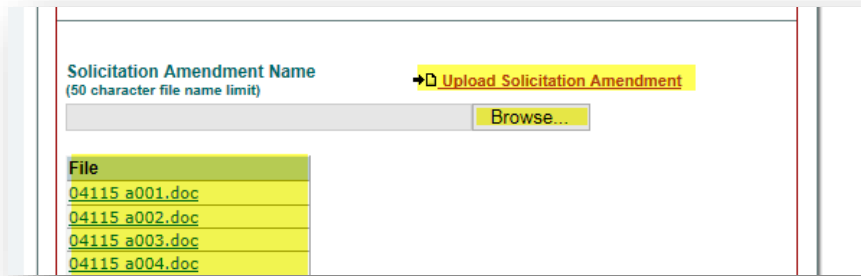
1. To post an amendment, click on “Manage Solicitations”, change the drop down to “Posted” and click on “Contact Name” to locate the solicitation. Then click on the solicitation.

Washington's  Electronic Business Solution

[HOME](#) [LOGOUT](#)

<ul style="list-style-type: none"> Manage Users Manage My Account Search for Vendors Build/Manage Notification lists Manage Solicitations Search for Solicitations View User Guides Reports Logout 	<p>Manage Solicitations help</p> <p>ADD NEW SOLICITATION</p> <ul style="list-style-type: none"> Draft Scheduled Posted Closed Archived <table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> <th>Cust Ref #</th> <th>Contact Name</th> </tr> </thead> <tbody> <tr> <td>Test (Fake Solicitation)</td> <td>This is a fake solicitation.</td> <td>00001</td> <td>Alisha Ghanie</td> </tr> <tr> <td>Market Search - Bellingham</td> <td>State of WA, DSHS is seeking approx. 5,200 sf of office space in Bellingham</td> <td>293-09-15</td> <td>Andrew Jenkins</td> </tr> <tr> <td>Market Search - Walla Walla (2d Posting)</td> <td>State of WA is seeking approx. 8,200 sf of office/service delivery space in Walla Walla. This is a re-posting of a previous market search and the project number is unchanged.</td> <td>317-09-14</td> <td>Andrew Jenkins</td> </tr> </tbody> </table>	Title	Description	Cust Ref #	Contact Name	Test (Fake Solicitation)	This is a fake solicitation.	00001	Alisha Ghanie	Market Search - Bellingham	State of WA, DSHS is seeking approx. 5,200 sf of office space in Bellingham	293-09-15	Andrew Jenkins	Market Search - Walla Walla (2d Posting)	State of WA is seeking approx. 8,200 sf of office/service delivery space in Walla Walla. This is a re-posting of a previous market search and the project number is unchanged.	317-09-14	Andrew Jenkins
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2. Scroll to the bottom and upload the amendment document in the amendment browse section. (Check with your organization to see if there are specific naming conventions for amendments).



- b. **Very Important:** After the amendment uploads, change the bid close date or inactive date in Step 1 before clicking “Save” at the bottom.

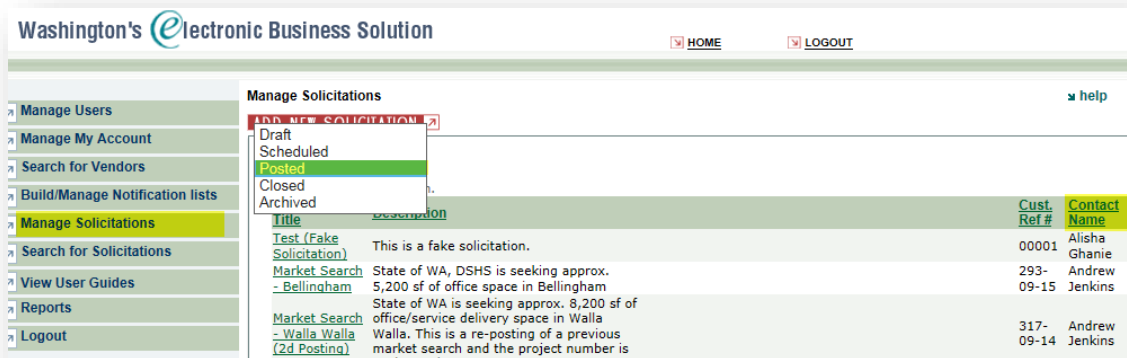
Note: If needing to change the solicitation close date, an amendment must be posted. Once an amendment is uploaded, the date fields will unlock. This will allow the dates to be changed before posting/saving.

RECORDING SOLICITATION RESULTS AND ARCHIVING THE SOLICITATION

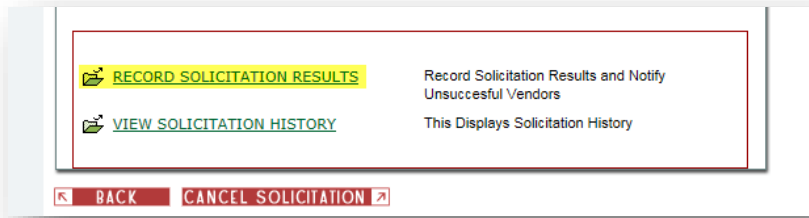
RECORD RESPONSIVE BIDDERS AFTER SOLICITATION DUE DATE

1. Locate the solicitation by using the dropdown menu on the “manage solicitations” tab. The drop down menu has an option to view:
 - a. Drafts – solicitation was started and saved, but not posted yet.
 - b. Scheduled solicitations – scheduled to be posted in a future date.
 - c. Posted – currently posted/open.
 - d. Closed – no longer posted and not accepting more bids, but more steps are needed on the customer side (such as marking responsive bidders, marking ASB, and marking awarded bidders).
 - e. Archived – all steps are complete and solicitation is fully closed out and no more changes can be made.

To record solicitation results, you will want to select the “closed” drop down option, since results can only be recorded when a solicitation has closed.



2. Scroll to the bottom of the solicitation’s page and click on “Record Solicitation Results”.



3. Check the responded box next to the vendors that submitted a bid with the date their bid was submitted.

Vendors	Requested	Responded	Responded Date			Apparent Successful Bidder	Awarded	Awarded Date		
Armstrong Marine, Inc. 2* 1#	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	15	2014	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021
Associated Underwater ... 1*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021
Ballard Marine Constru... 1*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021
BEST Driving Academy L... 1* 1#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021

- a. If a vendor cannot be located in the list, you can scroll to the bottom and click on “Search for Notified Vendors/Add a Registered Vendor”, and add your vendor manually. Additionally, you can add a vendor who is not registered in WEBS by clicking “add an unregistered vendor”, but please encourage vendors to register in WEBS if possible.

The best way to locate a vendor is to search their Tax Identification Number (TIN) or the vendor’s name. Type their information in and click search. Select their company and click save.

In Case of No Award:

No Responses, No Awards Responses, but No Awards

Notify unsuccessful vendors of award

Yes No

[➔ Search for Notified Vendors/Add a Registered Vendor](#)

[➔ Add an Unregistered Vendor](#)

Search For Vendor : [help](#)

Identify search criteria using any combination of filters below

Vendor Name	Vendor FEIN (TIN)
<input type="text"/>	<input type="text" value="45-2096870"/>
City	State
<input type="text"/>	<input type="text" value="(Select a State)"/>
Zip	<input type="text"/>

[➔ Search By Commodity Code\(s\)](#) [➔ Search Commodity Codes](#)

[➔ Search By Downloading Vendors](#) [➔ Search Solicitations](#)

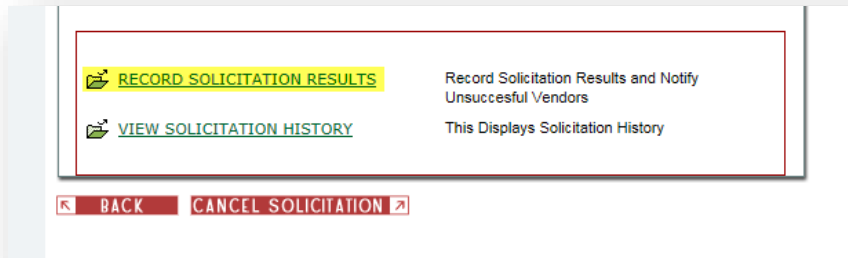
OMWBE status
(To select more than one option, hold down 'ctrl' or 'cmd'.)

4. Save the list of responded vendors.

RECORDING APPARENT SUCCESSFUL BIDDER (ASB) AND SENDING ASB NOTIFICATION

If an apparent successful bidder is not applicable to your solicitation, skip to the [bypassing](#) section.

1. Once the evaluation is completed, locate the solicitation and click on “Record Solicitation Results”.



2. Select the Apparent Successful Bidder(s) (ASB).

Vendors	Requested	Responded	Responded Date	Apparent Successful Bidder	Awa
Design Elements Inc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6 14 2019	<input type="checkbox"/>	
Environmental Informat...	<input type="checkbox"/>	<input type="checkbox"/>	3 28 2021	<input type="checkbox"/>	
HexaCorp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6 14 2019	<input type="checkbox"/>	

- a. After the ASB is selected, you have the option to include additional comments for the ASB notification template (there is an option to add a comment to both the ASB and the apparent unsuccessful bidders. ASB will only be able to see the comments from the first box, and similarly unsuccessful bidders will only be able to see the comments from the second).

This solicitation does not require apparent successful bidder notification for the following reason:
 -- Select One --
ASB Notification

Notify Apparent Unsuccessful Bidders

Additional Comments for ASB (will be included in notification email):

Additional Comments for unsuccessful bidders (will be included in unsuccessful notification email):

ASB Document Name* (50 character file name limit)

Email Addresses for ASB Notification* (100 character file name limit)

No file chosen

[Display Previous ASB Notifications](#)

- b. You can also add a comment to be linked in the ASB notification. To include a file, click “choose file” and then click “upload ASB document”. The file link will only be sent to the ASB.
- c. The ASB notification will automatically go to those vendors who are checked as “ASB”, and the email address assigned to the person who posted the solicitation will automatically be

copied on the notification. You can chose to add additional email addresses to receive a copy. The added emails will only receive the ASB notification comments (not the unsuccessful bidder comments).

Notify Apparent Unsuccessful Bidders

Additional comments (will be included in notification email):

ASB Document Name* (50 character file name limit) Additional Email Addresses* (100 character file name limit)

Comments for unsuccessful bidders (will be included in unsuccessful notification email):

No file chosen No Emails Added

If you check the box to “notify apparent unsuccessful bidders”, vendors who were marked as “responded”, but not marked as “ASB”, will receive a notification in conjunction with the ASB receiving a notification. If this box is not checked, a notification will only be sent to the ASB (vendors marked as responded, and as marked “ASB”).

- When you are ready to send the notification, scroll to the bottom of the page and click “send ASB notification”. A pop-up box will show up as a confirmation that you are ready to send (as this will start the debrief/protest process). Click OK. A preview of the ASB notification will appear. The notification is a standard template that cannot be altered, however, you can alter the comments section within the notification email by clicking back before committing to send. Otherwise, click “send ASB notification” to send.

Send ASB Notification - Draft

This is the notification that will be sent--if this is correct, then click the "Send ASB Notification" button below. Otherwise click "Back" to make changes.

Title: Data Center Generator Replacement and UPS System Upgrade
 Description: Data Center Generator Replacement and UPS System Upgrade
 Estimated Value: 2800000.00
 Customer Reference Number: 2012-903G (2-1)
 Close Date: 11/23/2021
 Posting Organization: Enterprise Services (DES), Dept. of

Thank you for participating in the above referenced solicitation. The state has completed its evaluation of offers received and has determined that the below-named vendor is responsive in accordance with the requirements of the solicitation. They have been identified as the Apparent Successful Bidder (ASB).

- Airport Mechanical services Inc.

This text below will appear on the message to ASB vendors and additional emails:
 Example added comment to ASB in the notification.

This text below will appear on the message to unsuccessful vendors:
 Example added comment to apparent unsuccessful bidder in the notification.

Below is information related to the evaluation of this solicitation.

This designation of ASB does not mean an award is guaranteed. Award will depend upon the successful development and execution of a contract between the above vendor and Enterprise Services (DES), Dept. of. Award notices are sent separately, through a WEBS notification.

Thank you for participating in this opportunity. If you have questions concerning this notification, please contact Shenon Porter, shenon.porter@des.wa.gov.

- If additional ASBs are required, each notification will be stored in WEBS, and you can view any previous ASB notifications, and the date they were sent, by clicking “display previous ASB notifications” and using a drop down menu to select the notification/date.

BYPASSING THE ASB SECTION:

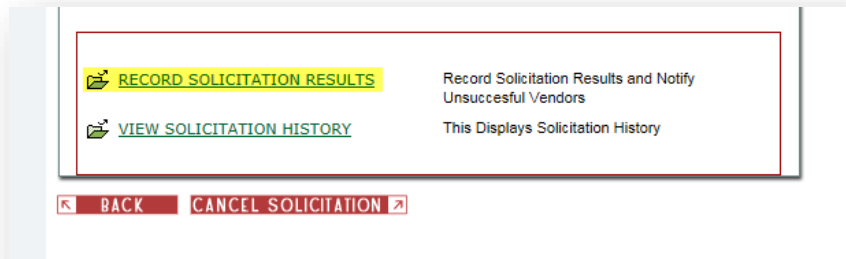
If the ASB process is not applicable to your solicitation, you can bypass this step in the WEBS process. To bypass, scroll down to the ASB bypass drop down menu, check the box for “this solicitation does not require apparent successful bidder notification” and select the appropriate reason for exemption. Click “save changes” at the bottom of the page. When the page refreshes you should have the ability to move forward to award/archive the solicitation.

Only the following scenarios are currently exempt from the ASB section:

- RFI posting – if your solicitation is a request for information (RFI) select the option for “RFI posting”.
- Courtesy posting - if your solicitation is a courtesy post select the option for “Courtesy posting”.
- Engineering or architectural services solicitations – these solicitations fall under RCW 39.80 and are not required to notify ASB through WEBS.
- Higher education solicitations – these solicitations fall under RCW 28B.10.029(1)(a) and are not required to notify ASB through WEBS.
- Public works solicitations – these solicitations fall under RCW 39.04 and are not required to notify ASB through WEBS.
- Sole source postings – if your solicitation is a sole source select the option for “sole source posting”.
- Solicitations that received no responses, or received responses but resulted in no awards – if your solicitation did not receive responses, or no vendor was selected to be awarded, select “solicitation resulted in no responses/no awards”.
- Solicitation clean up – if you are in the process of archiving old solicitations, where the ASB has already been sent outside of WEBS (prior to the April 2021 ASB enhancement), you can select the option for “old solicitation close out/clean-up effort”.

RECORDING AWARDED VENDORS

1. After the debrief and protest period has ended, locate the solicitation and click on “Record Solicitation Results.”



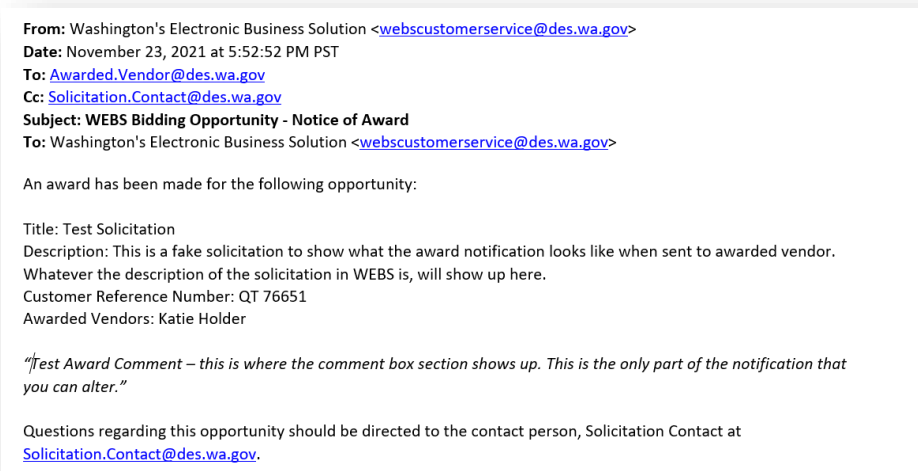
Vendors	Requested	Responded	Responded Date			Apparent Successful Bidder	Awarded	Awarded Date		
Annik Inc. 1*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	31	2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	31	2021
Impact Washington 5* 4#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021
Mass Ingenuity 2*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021
The Cassin Group 28 7#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	31	2021	<input type="checkbox"/>	<input type="checkbox"/>	3	31	2021

- a. If no vendors were awarded, select the appropriate checkbox at the bottom of the page, indicating there were no awards. Click “Save Changes” at the bottom.

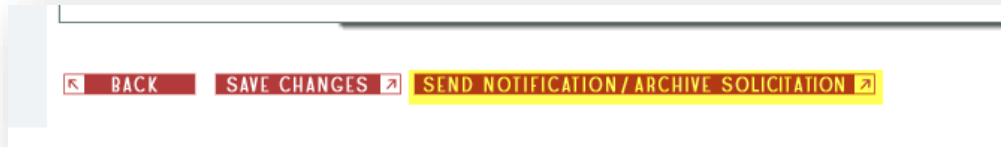
In Case of No Award:

No Responses, No Awards Responses, but No Awards

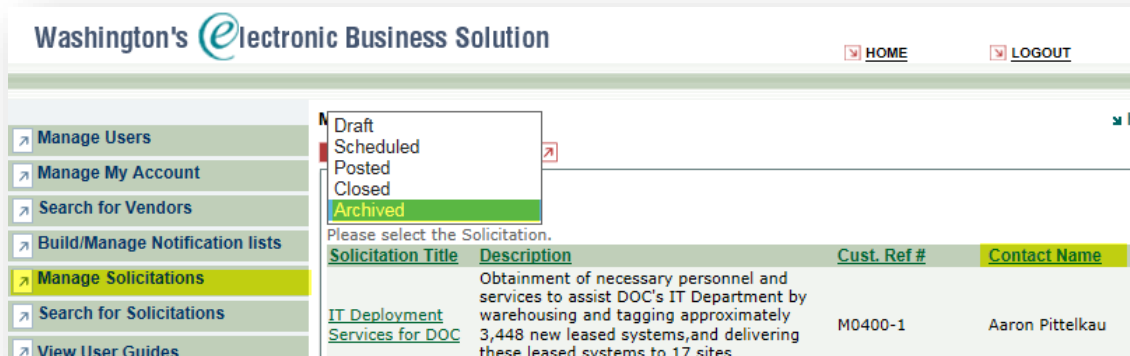
3. Just like with the ASB notification comments, you can chose to add additional comments to the Award notification if you'd like.



4. Scroll to the bottom of the page and click on “Send Notification/Archive Solicitation”.

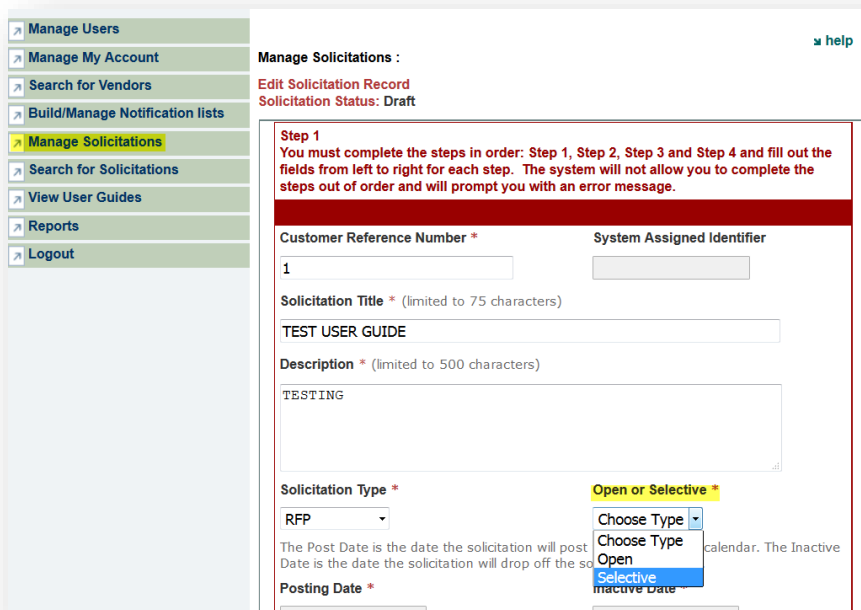


5. To view the solicitation after being archived, click on “Manage Solicitations”. Change the drop down option to “Archived” and sort the contact name. Locate the solicitation and click on it.



POSTING A SOLICITATION TO A NOTIFICATION LIST:

1. Go to “Manage Solicitations” and then click the “Add New Solicitation” tab at the top of the page. Enter general solicitation information and complete all required fields. Very Important: Choose “Selective” from the “Open or Selective” drop-down menu.



2. The next step has no effect on who will be notified of your solicitation since you will be selectively posting to a prequalified pool of vendors in the next step. Nonetheless, these are required fields for system search requirements.
 - Click “Select Counties” and select the county in which the work is to be done and scroll down and click “Save”.
 - Click “Select Comm Codes”, enter a keyword or code and click “Search”. Select a commodity code that closely represents the work to be completed. Scroll down and click “Save”.

Step 2 - Make sure you have completed Step 1 before proceeding.

Select the county where the Goods are to be delivered or the Services to be performed.	Please select a commodity code for this solicitation. This selection does not affect vendor notification.
Counties* Select Counties	Comm Codes* Select Comm Codes
<input type="button" value="Clear All Choices"/>	<input type="button" value="Clear All Choices"/>

3. Select vendors for notification.
 - Important: Only use the “Notification List” or “Vendor Search” tabs **NOT** the “Commodity Code/County” tab.

Step 3 - Make sure you have completed Steps 1 and 2 before proceeding.

Step 3 builds your vendor list for notification.

SELECT VENDORS FOR NOTIFICATION BY:

It is the counties where the vendors indicated they are willing to provide service in.

- **Recommended Notification Method:** Notify **ALL** vendors within a prequalified list.
- In accordance with the intent of RCW 39.26 to promote open competition and transparency for all contracts for goods and services entered into by state agencies, DES recommends that all vendors are selected within a prequalified list.
- Select the Notification List tab and then select the category by title. Scroll down and click “ADD”. This will notify all vendors within the prequalified list for your category.

<ul style="list-style-type: none"> Manage Users Manage My Account Search for Vendors Build/Manage Notification lists Manage Solicitations Search for Solicitations View User Guides 	<p>Build / Manage Notification Lists:</p> <p> <input type="button" value="BACK"/> <input checked="" type="button" value="ADD"/> </p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 2px;">List Name</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input checked="" type="checkbox"/> 00713-Conveyance Maintenance and Repair</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> 00714 IPM Consulting Services</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> 01314 IPM In & Around Structures</td> </tr> </tbody> </table>	List Name	<input checked="" type="checkbox"/> 00713-Conveyance Maintenance and Repair	<input type="checkbox"/> 00714 IPM Consulting Services	<input type="checkbox"/> 01314 IPM In & Around Structures
List Name					
<input checked="" type="checkbox"/> 00713-Conveyance Maintenance and Repair					
<input type="checkbox"/> 00714 IPM Consulting Services					
<input type="checkbox"/> 01314 IPM In & Around Structures					

4. Continue with the rest of the posting steps.

Search for Solicitations:

1. Click on “Search for Solicitations”.

Search For Solicitations :
Fill out the fields below to filter Solicitations.

Organization Name
All

County
(To select more than one option, hold

- Search for solicitations by Organization Name by clicking on the drop down arrow:

Search For Solicitations : [help](#)

Fill out the fields below to filter Solicitations.

Organization Name	Customer reference number
All	
Aberdeen W.W.T.P., City of	
Aberdeen, City of	
Administrative Hearings, Office of	
Aging & Long Term Care of Eastern Washington	

- Search by a customer reference number if there is a specific solicitation. The number is created by the organization’s bid coordinator.

Search For Solicitations : [help](#)

Fill out the fields below to filter Solicitations.

Organization Name	Customer reference number
All	
County	
Solicitation Status	

- Search for a solicitation by county(s) by holding the “ctrl” button down to select multiple counties. Search by solicitation status by clicking the drop down button.

County
 (To select more than one option, hold down 'ctrl' or 'cmd'.)
 All
 Adams
 Asotin
 Benton
 Manage Commodity Code(s)

Solicitation Status
 <ALL>
 <ALL>
 Draft
 Scheduled
 Posted
 Closed
 Archived
 Commodity Codes to add

- Search for a solicitation can also be done by commodity code:

Manage Commodity Code(s) ➔ Search Commodity Codes to add

Code	Title

remove

- Solicitations can also be searched by a date range of postings, solicitation type, open or selective, title of the solicitation, description, contact phone or contact email. When searching, enter one field for a broader search or enter multiple fields with as much information as possible to narrow the search.

Date Range Enter in a date range to search for Solicitations posted within a certain period of time
 / / 2004 / / 2004

Solicitation type **Open or Selective**
 Choose Type Choose Type

Title

Description

Contact Phone
 () - ext.

Contact Email

2. Click search once all the search fields of your choosing are entered. The system will provide all the solicitations that fit the search criteria:

Total number of solicitations returned = 3

Solicitation Title	Cust. Ref #	Cust. Name	Contact	Status
↗ Commodity Code	12345	Enterprise Services (DES), Dept. of	Richard Worthy	Draft
↗ Contraceptive Products for Health Centers	12345678	Enterprise Services (DES), Dept. of	MMCAP	Closed
↗ Retooling Washington	12345	Workforce Board	Yvonne Chase	Closed

3. Select the solicitation to view more detail. The status of the solicitation is listed to the right.

View User Guides

1. To view the user guides, click “View User Guides” and click the download button to the right.

- Manage Users
- Manage My Account
- Search for Vendors
- Build/Manage Notification lists
- Manage Solicitations
- Search for Solicitations
- View User Guides
- Reports
- Logout

User Guides

Form Name	Last Updated	
WEBS handouts	3/13/2013	download
WEBS Reports Detail for Government Users	1/31/2013	download
NIGP Commodity Codes	3/7/2013	download
WEBS Manual - for Gov't customers	9/26/2016	download
Report Instructions for Government Users	7/30/2018	download

Reports

- Manage Users
- Manage My Account
- Search for Vendors
- Build/Manage Notification lists
- Manage Solicitations
- Search for Solicitations
- View User Guides
- Reports
- Logout

Customer Reports help

- **Reports Guide**
- **Award Information Summary**
 - A list of solicitations with awarded vendors for a selected time period
- **MWBE Participation Plan**
 - Calculates MWBE participation in solicitations, weighted by solicitation value
- **Preference Responses and Awards**
 - For a given time period and customer, lists totals of vendor responses for solicitations, including preference information
- **Preference Solicitation Details**
 - Lists the details for each individual preference solicitation
- **Small Business Registration**
 - Lists the number of WEBS active registered businesses, including small businesses, OMWBE-certified businesses, and certified Veteran-owned businesses

2. Whichever report you chose to run, just make sure all drop down information boxes are filled out, and click “View Report” to run it.

Report Viewer BACK

Organization Solicitation Type View Report

Bid Status

Logout

- Clicking log out will automatically log a user out of the system.

Washington's **e**lectronic Business Solution HOME LOGOUT

Manage Users **Hello Alisha Ghanie (Administrator)** help

Manage My Account **Welcome to WEBS (Washington's Electronic Business Solution).**

Search for Vendors You will find the tools needed to assist you when conducting solicitation posting activities for your organization. Organizations will be able to search for vendors and view vendor information; create solicitation records and post solicitation documents to a solicitation calendar accessible by the vendor community; manage notification lists of vendors; access reports to help understand the solicitation posting activities for your organization and much more.

Build/Manage Notification lists

Manage Solicitations

Search for Solicitations

View User Guides Please click on the links to the left to start using this application.

Reports

Logout **Please note: WEBS does not run on Google Chrome**

Sources: [39.26.150 Public Notice](#), [WEBS](#)