OVERVIEW

This document outlines the steps on how to navigate through Washington's Electronic Business Solution (WEBS). WEBS is the bid notification system Washington State Agencies are required to use to post all solicitations. Political subdivisions and higher educations are not required to use WEBS to post solicitation opportunities; however, many voluntarily use the system.

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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) have the option to use WEBS, but it is not a requirement.

Vendors are encouraged to register in WEBS to see solicitation opportunities.

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.

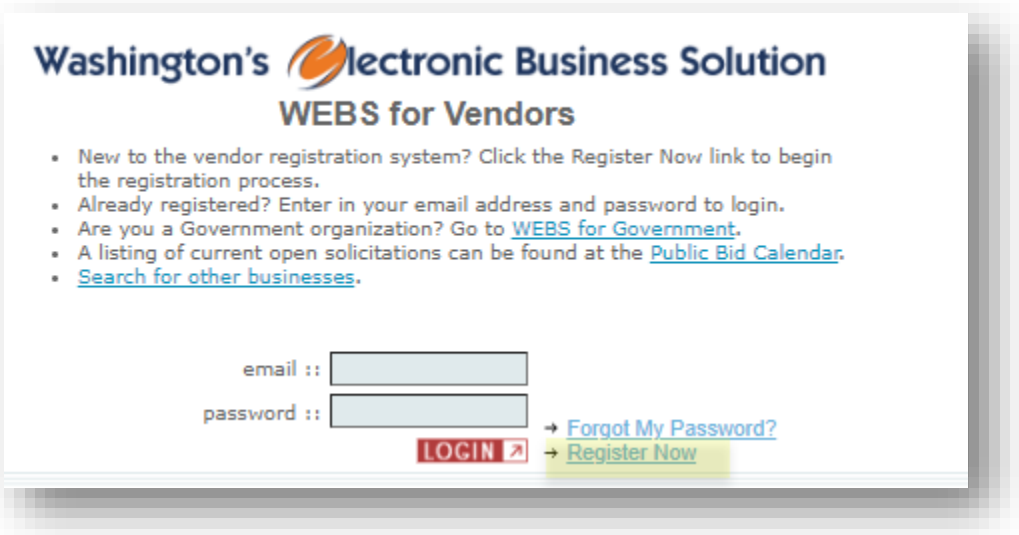
Vendors register in WEBS and select commodity codes applicable to their business. When posting a solicitation, it is important to know what commodity code is best for the solicitation, so vendors receive notification of the opportunity.

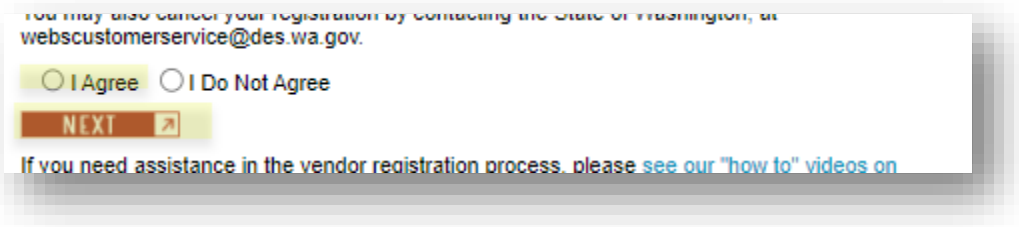
HOW TO REGISTER FOR A WEBS ACCOUNT

WEBS may experience issues using outdated browsers. The system works best in modern browsers such as Google Chrome and Microsoft Edge.

First, you must go to the log-in screen, select “Register Now”, and review the WEBS Memorandum of Agreement (MOA). You cannot register unless you agree. Select “Next” to move on to the next step.

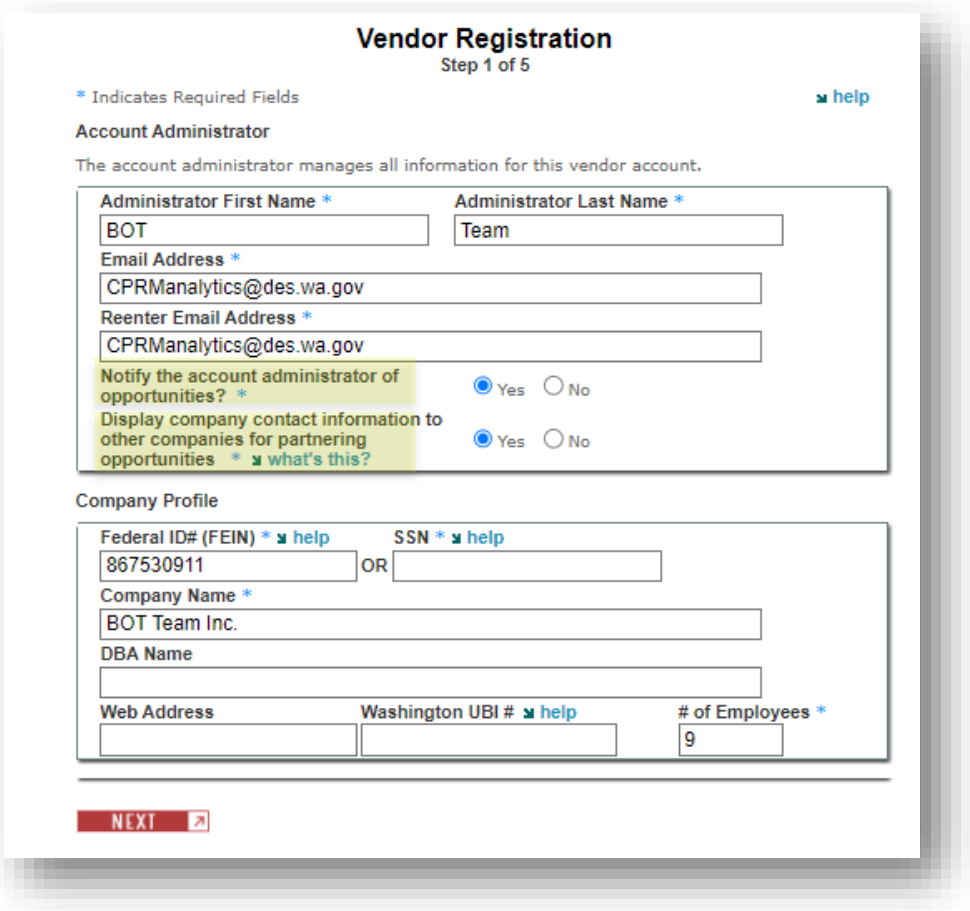
NOTE: The primary way to find solicitations is to search for them periodically (i.e., once a week) by Government Organization rather than to rely solely on email notifications. The reason for this periodic search is stated in the MOA. Follow the steps in the Search Opportunities section of this manual to find posted solicitations.





There are five steps to register in WEBS.

Step 1: Fill in the account administrator and company profile information.

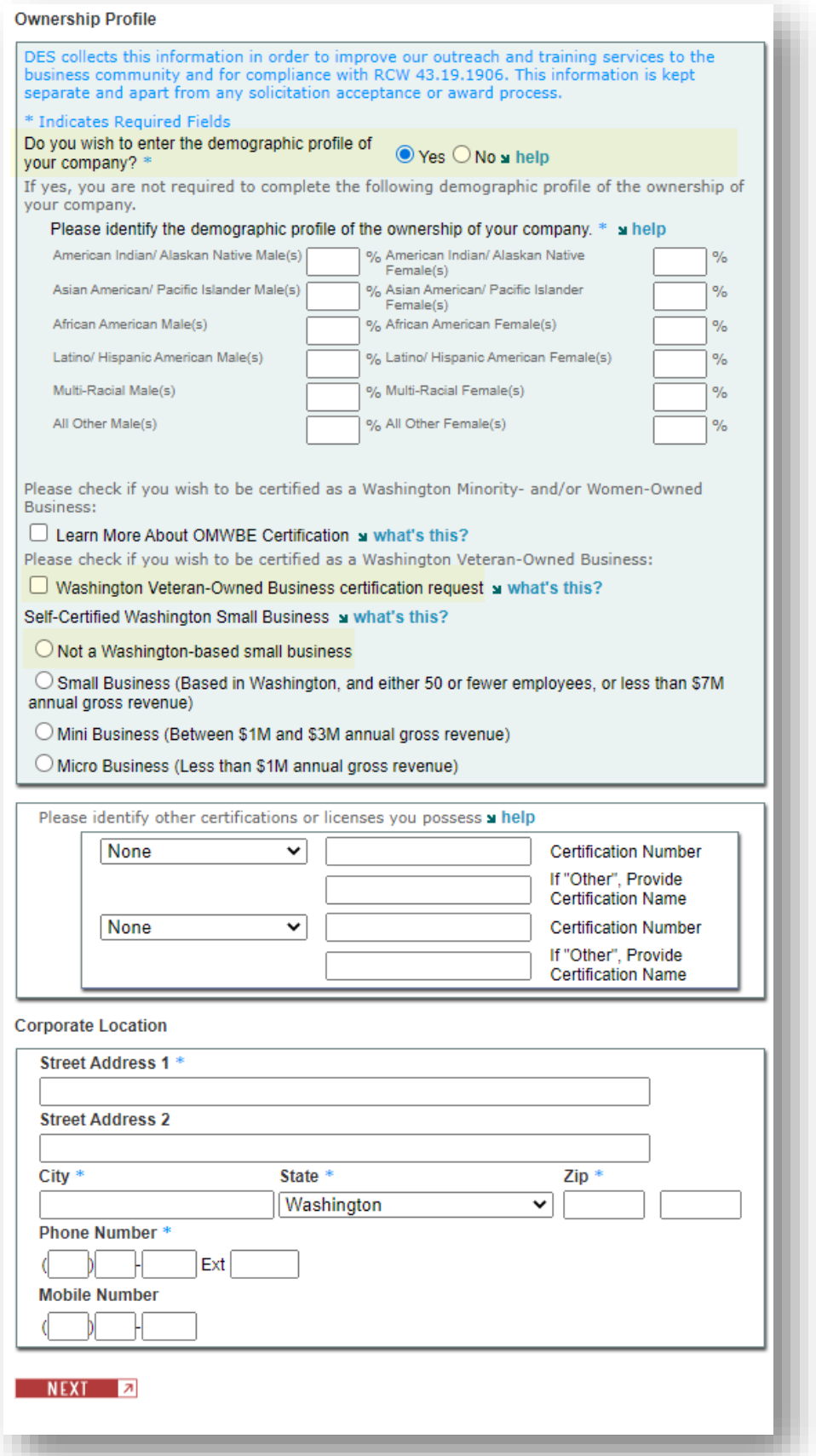


Yellow highlighted definitions:

- Notify the account administrator of opportunities? This means the address entered above will receive notifications of solicitation opportunities based on the commodity codes that will be selected in step 3.
- Display company contact information to other companies for partnering opportunities. This function allows other vendors to search your company in WEBS and contact you for potential partnership opportunities.

If you wish to change these settings after registration, go to Manage Profile & Make Changes to Profile.

Step 2: Fill in the ownership profile information for your company.



Ownership Profile

DES collects this information in order to improve our outreach and training services to the business community and for compliance with RCW 43.19.1906. This information is kept separate and apart from any solicitation acceptance or award process.

* Indicates Required Fields

Do you wish to enter the demographic profile of your company? * (•) Yes ( ) No help

If yes, you are not required to complete the following demographic profile of the ownership of your company.

Please identify the demographic profile of the ownership of your company. * help

American Indian/ Alaskan Native Male(s)	%	American Indian/ Alaskan Native Female(s)	%
Asian American/ Pacific Islander Male(s)	%	Asian American/ Pacific Islander Female(s)	%
African American Male(s)	%	African American Female(s)	%
Latino/ Hispanic American Male(s)	%	Latino/ Hispanic American Female(s)	%
Multi-Racial Male(s)	%	Multi-Racial Female(s)	%
All Other Male(s)	%	All Other Female(s)	%

Please check if you wish to be certified as a Washington Minority- and/or Women-Owned Business:

[ ] Learn More About OMWBE Certification what's this?

Please check if you wish to be certified as a Washington Veteran-Owned Business:

[ ] Washington Veteran-Owned Business certification request what's this?

Self-Certified Washington Small Business what's this?

( ) Not a Washington-based small business

( ) Small Business (Based in Washington, and either 50 or fewer employees, or less than $7M annual gross revenue)

( ) Mini Business (Between $1M and $3M annual gross revenue)

( ) Micro Business (Less than $1M annual gross revenue)

Please identify other certifications or licenses you possess help

None — Certification Number
If "Other", Provide Certification Name
None — Certification Number
If "Other", Provide Certification Name

Corporate Location

Street Address 1 *

Street Address 2

City * State * Zip *

Washington

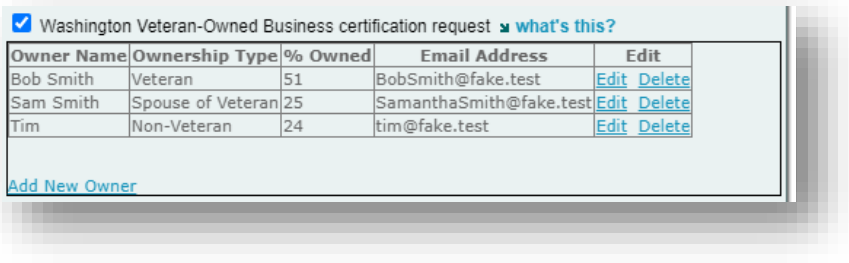
Phone Number * ( ) - Ext

Mobile Number ( ) -

NEXT

Yellow highlighted definition:

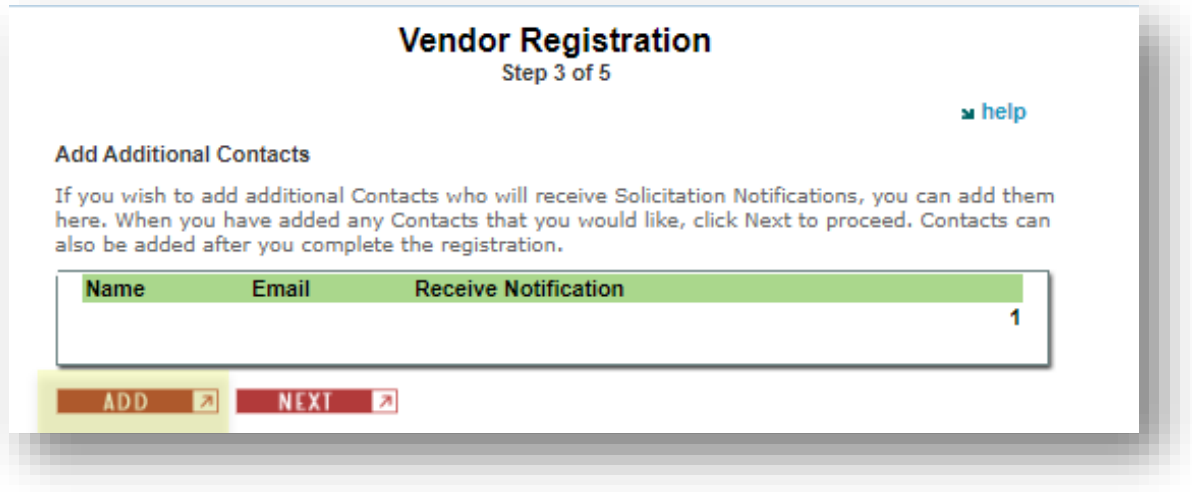
- If you do not wish to enter your company's ownership demographic, select "No"
- If you are a veteran-owned business, select "Washington Veteran-Owned business certification request". Once selected, you will be asked to include ownership information including owner name(s), veteran ownership type (veteran, spouse of veteran, or non-veteran), ownership % of the owner, and owner's email. Veteran-owned businesses will be required to update the ownership table annually once registered. Department of Veteran Affairs (DVA) will receive an email when a vendor selects this button during registration, and when changes are made.



- If you are not a small business based in Washington, select "Not a Washington-based small business"

Step 3: Add other contacts from your organization to your account. Notifications can be turned "on" or "off."

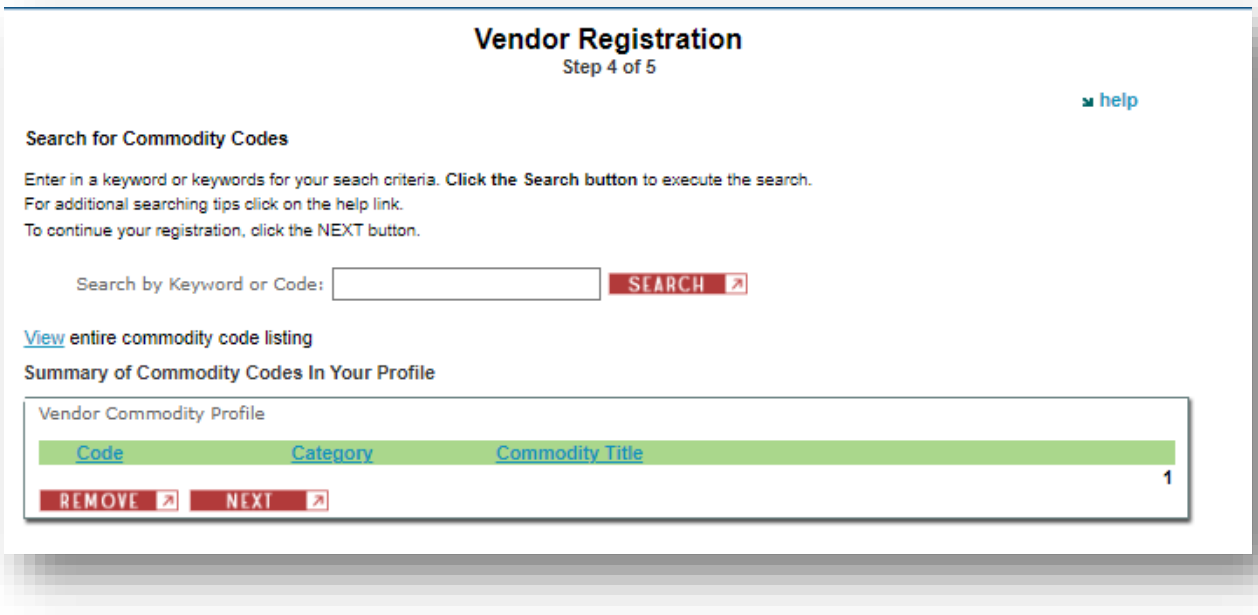
NOTE: Avoid adding the Administrator from Step 1 here. Contacts are for other users. This avoids the scenario where an Admin logs in as a Contact and sees they are not able to make profile changes. WEBS will only allow profile changes by an Admin login. The Admin will already receive notifications when the "notify account administrator of opportunities" button is set to "Yes."



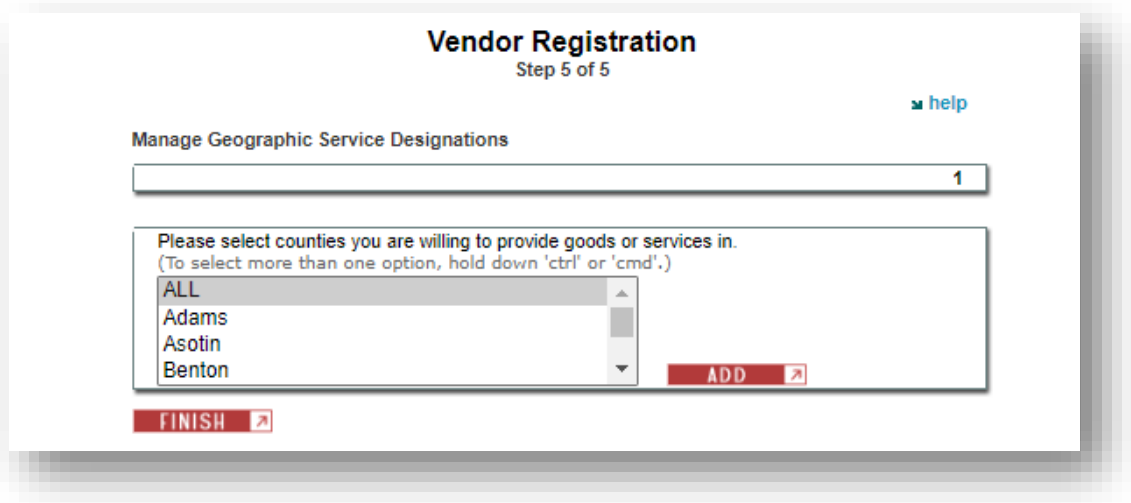
Step 4: Type in/search for a Commodity Code or key word that best represents your scope of work. Alternatively, view the entire commodity code list. Check the box next to the code for those that apply and select "Add" at the bottom of the page. Then select "Next." You only need to choose one commodity

code to get through registration. You can add or remove commodity codes at any time after registration by logging in and using the "Manage Commodity Codes" tab.

- WEBS uses the commodity code list maintained by National Institute for Government Purchasing (NIGP) and North American Industry Classification System (NAICS).
- NIGP Codes are 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.
- The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged. If a NAICS code is entered in WEBS, the correlating NIGP code will show up in the results.



Step 5: Select the counties in Washington State where you can provide goods and services. Hold the "ctrl" button on your keyboard to select more than one county.



- After you have completed the registration form, the WEBS team will verify your request. You will receive a confirmation email when the verification is completed. It typically takes one business day.

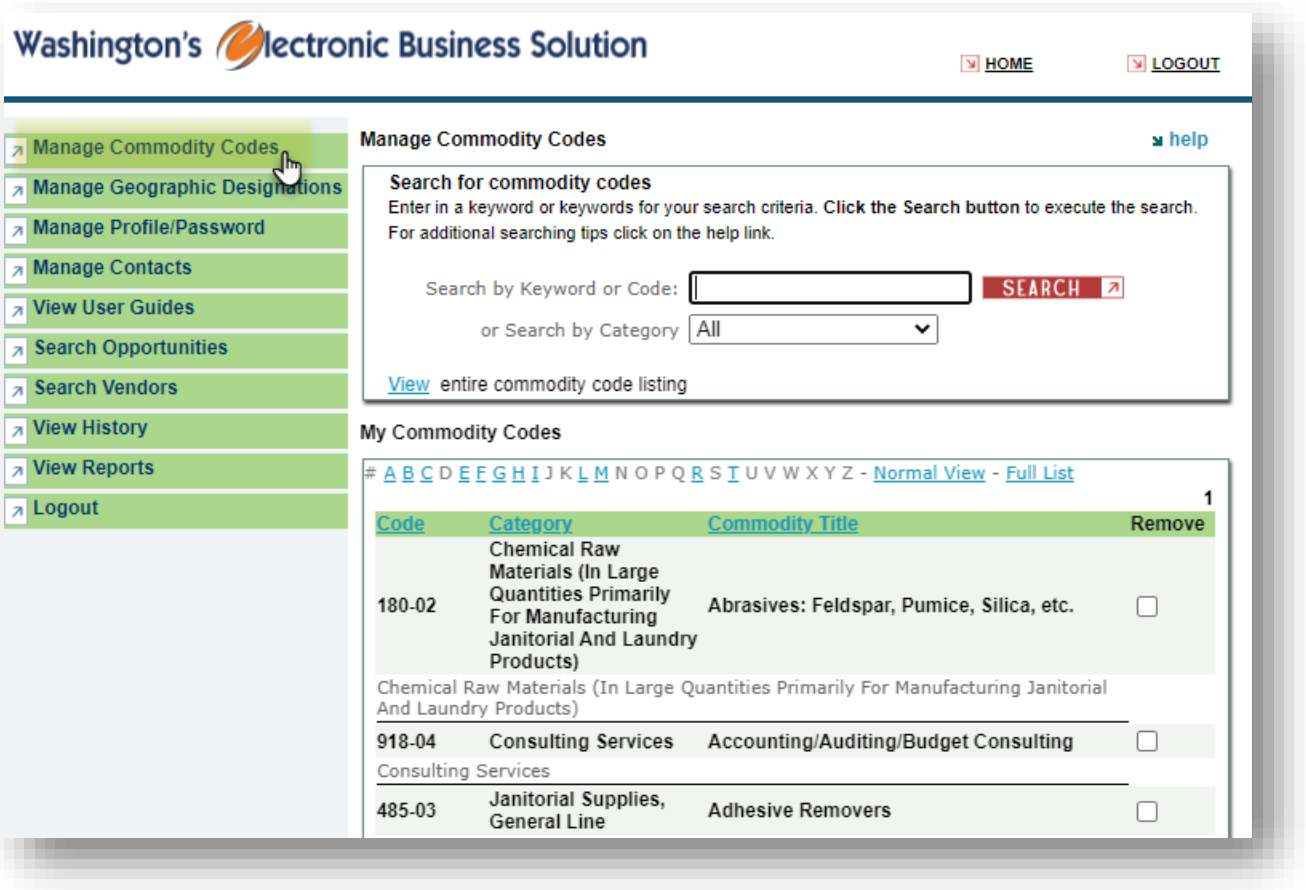
WEBS LAYOUT

Manage Commodity Codes

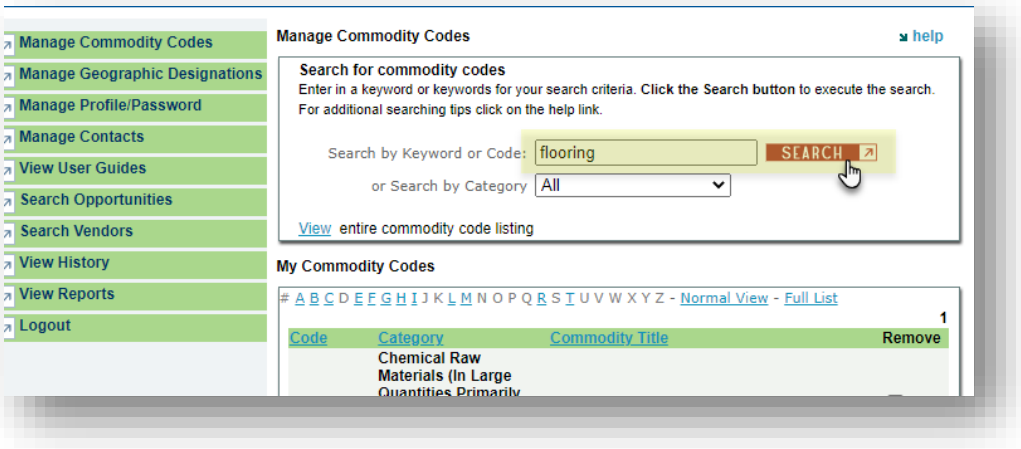
Contract administrators will post solicitations using commodity codes. You will receive bid notifications (if you have the setting turned on) based on the commodity codes in your account. You will not receive notifications if a bid is posted with code(s) you do not have. It is important to update your commodity codes and review them on a regular basis. Go to "View User Guides", download, and open the NIGP Commodity Code. Search this file for appropriate codes and add them at "Manage Commodity Codes."

To add or remove commodity codes:

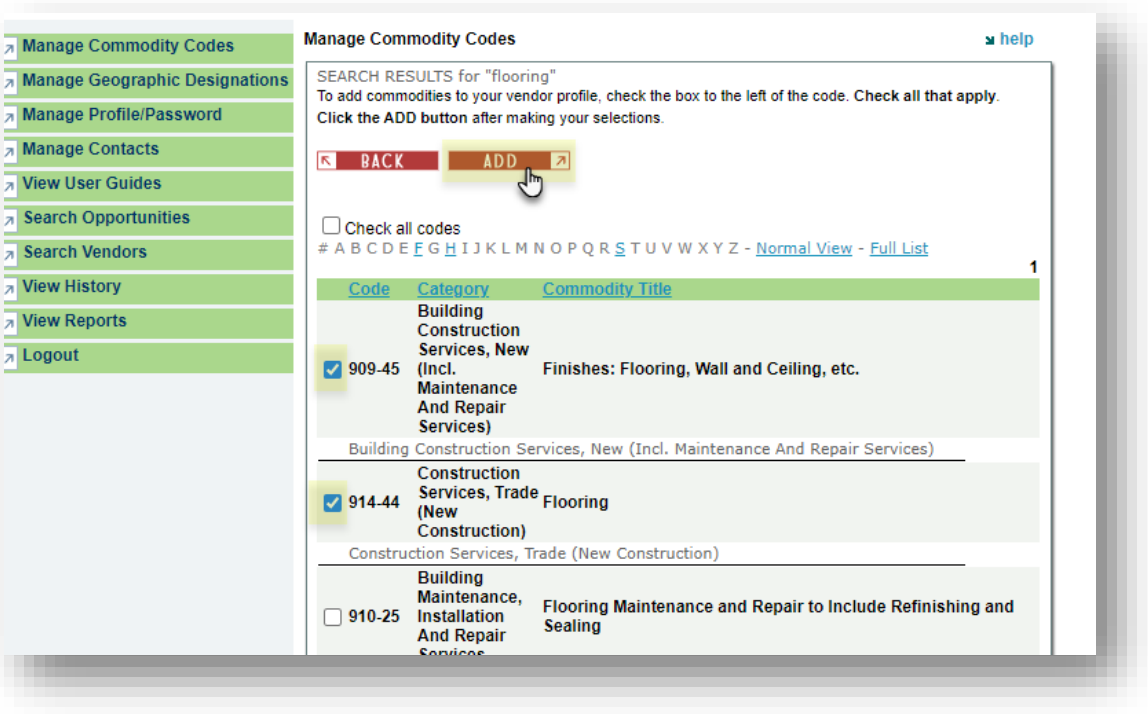
1. Select "Manage Commodity Codes" (NOTE: An Administrator login is required)



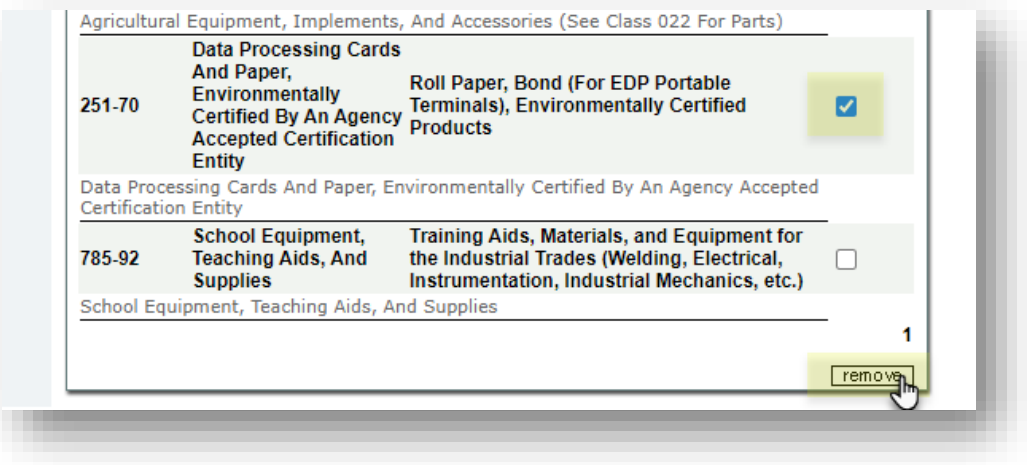
2. To add a commodity code, type in the code or key word, then select “Search”. If a NAICS code is entered, the correlating NIGP code will show up in the results. Use “Search by Category” to search for and add several or all codes in a specific category.



3. Check all the codes that apply, then select “Add”



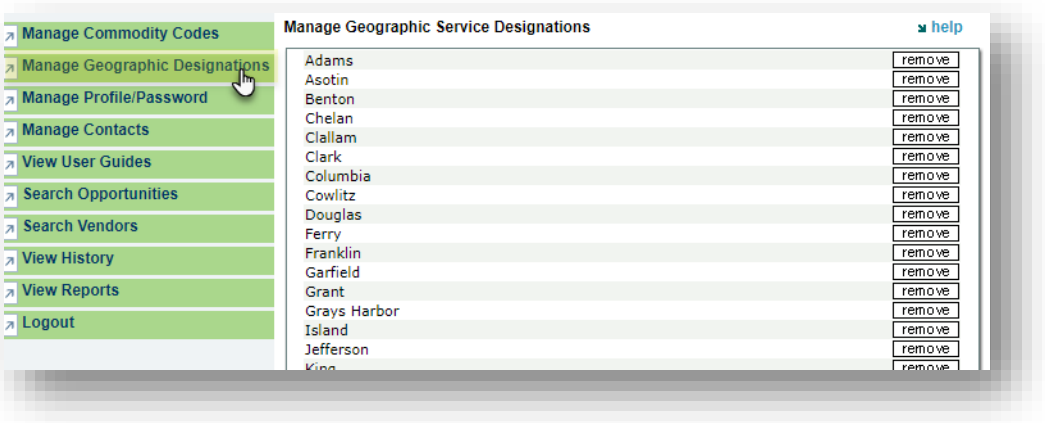
4. To remove a code, check all the codes you wish to remove, then scroll to the bottom and select "remove"



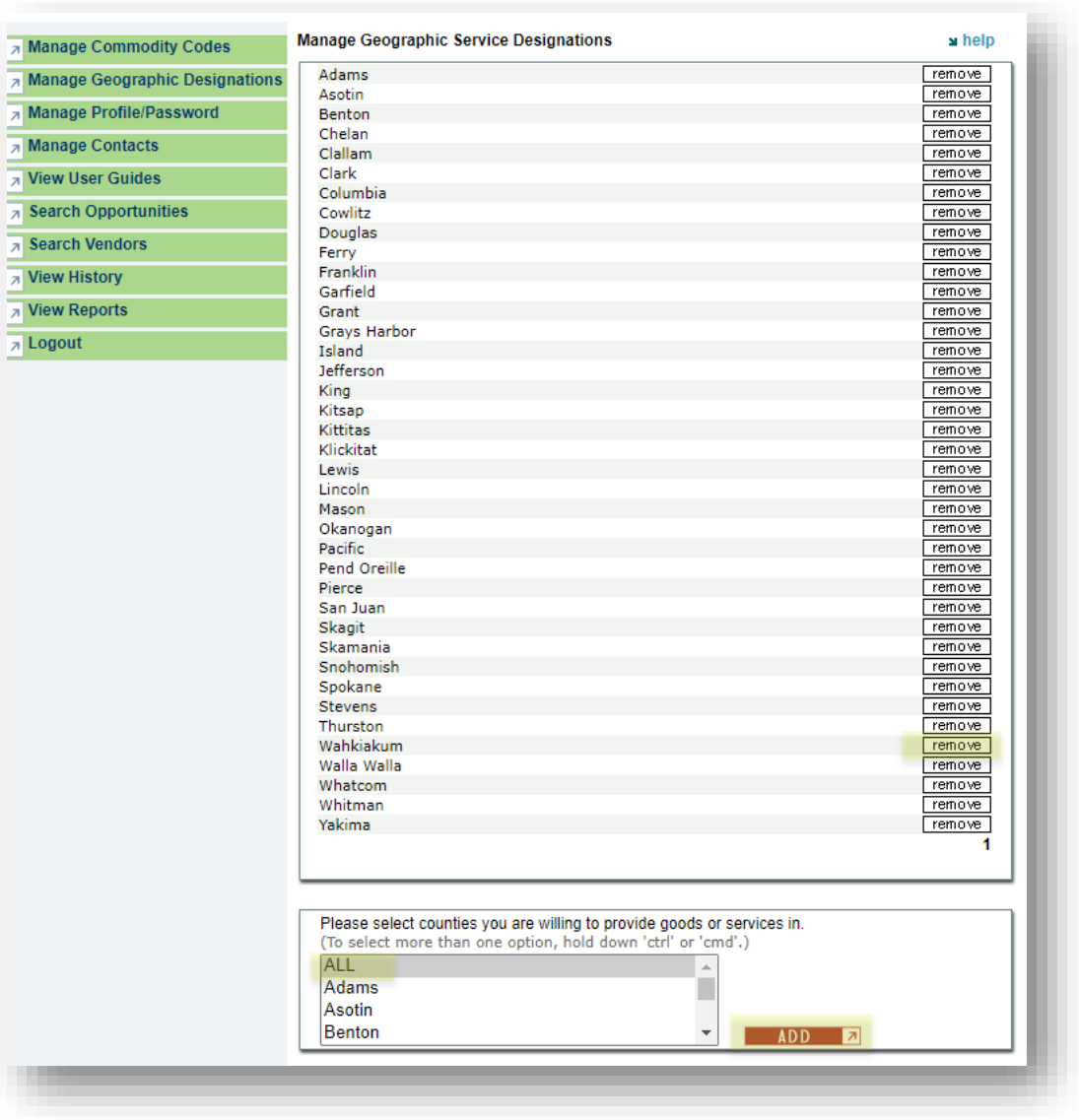
Manage Geographic Designations

Geographic designations indicate the locations your business can provide services or goods. To alter this information:

1. Select "Manage Geographic Designations" (NOTE: An Administrator login is required)



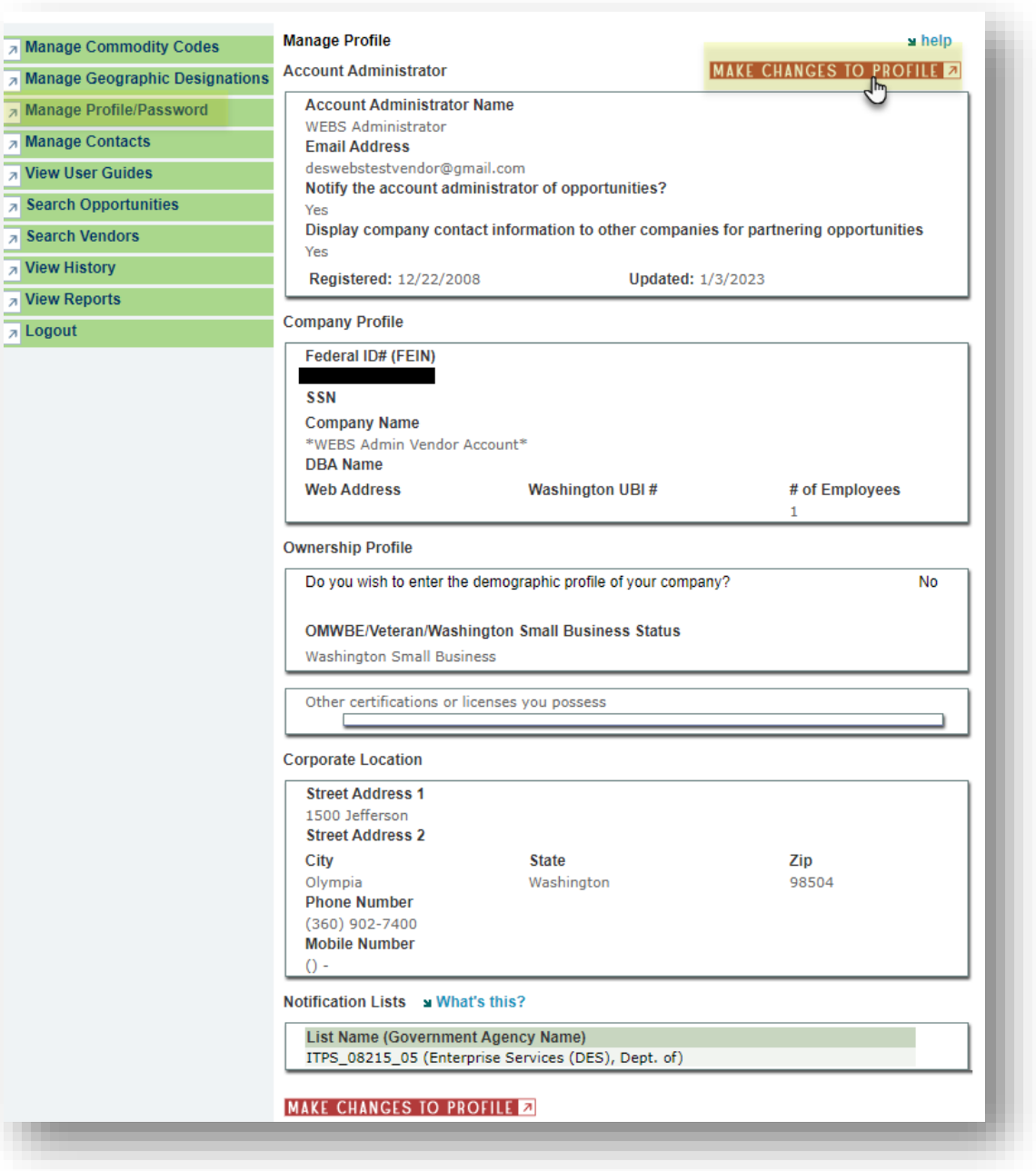
2. To remove, select “remove” on the right-hand side.
3. To add, select the location you intend to add (to select multiple, hold down ‘ctrl’ on your keyboard, then select “Add”)



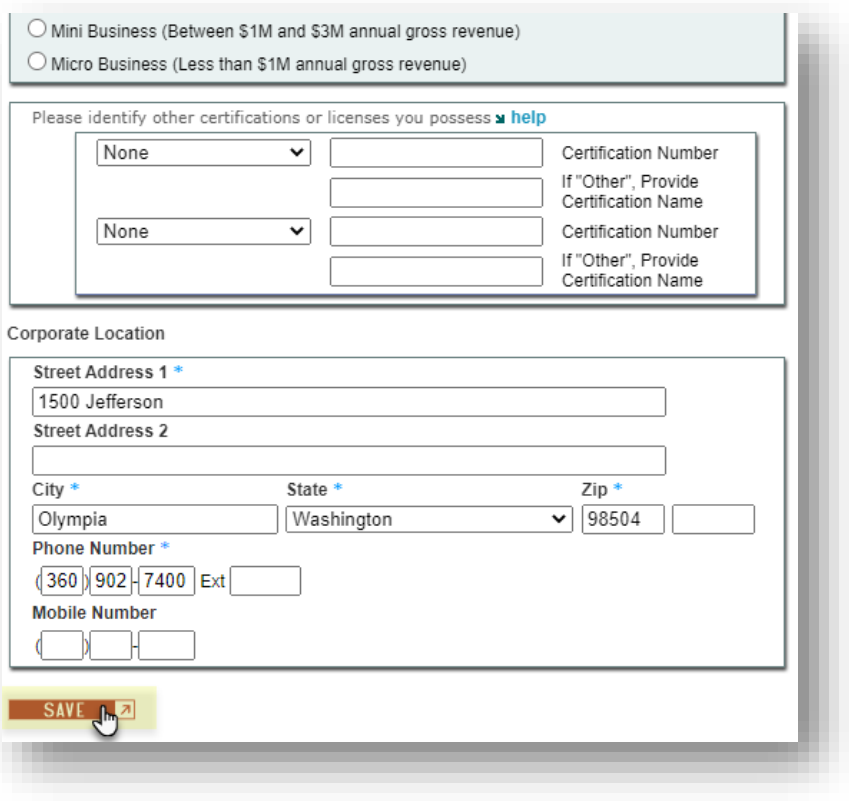
Manage Profile/Passwords

The account administrator is the only person who can alter the registered account. If you are an additional account member, you can update your information but not the entire vendor account. If you are the administrator, follow the steps below to alter the company profile, ownership profile or corporate location.

1. Select “Manage Profile/Password”
2. Select “Make Changes to Profile”.

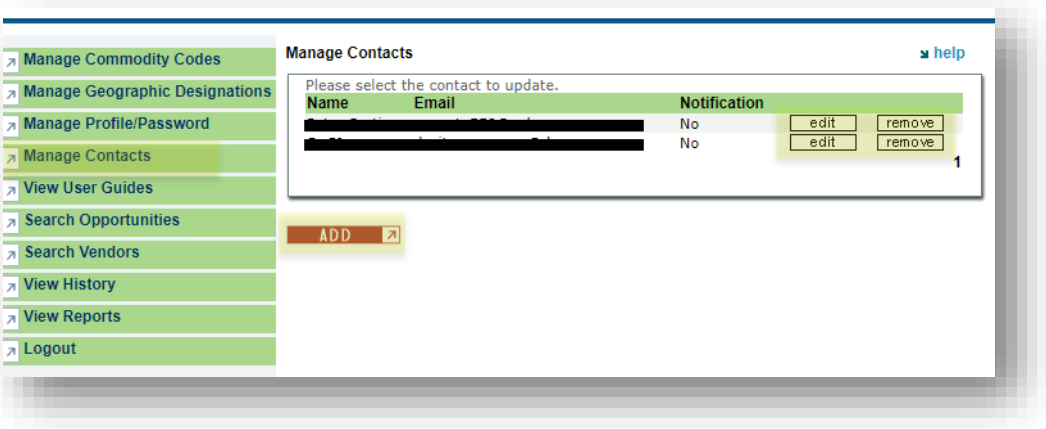


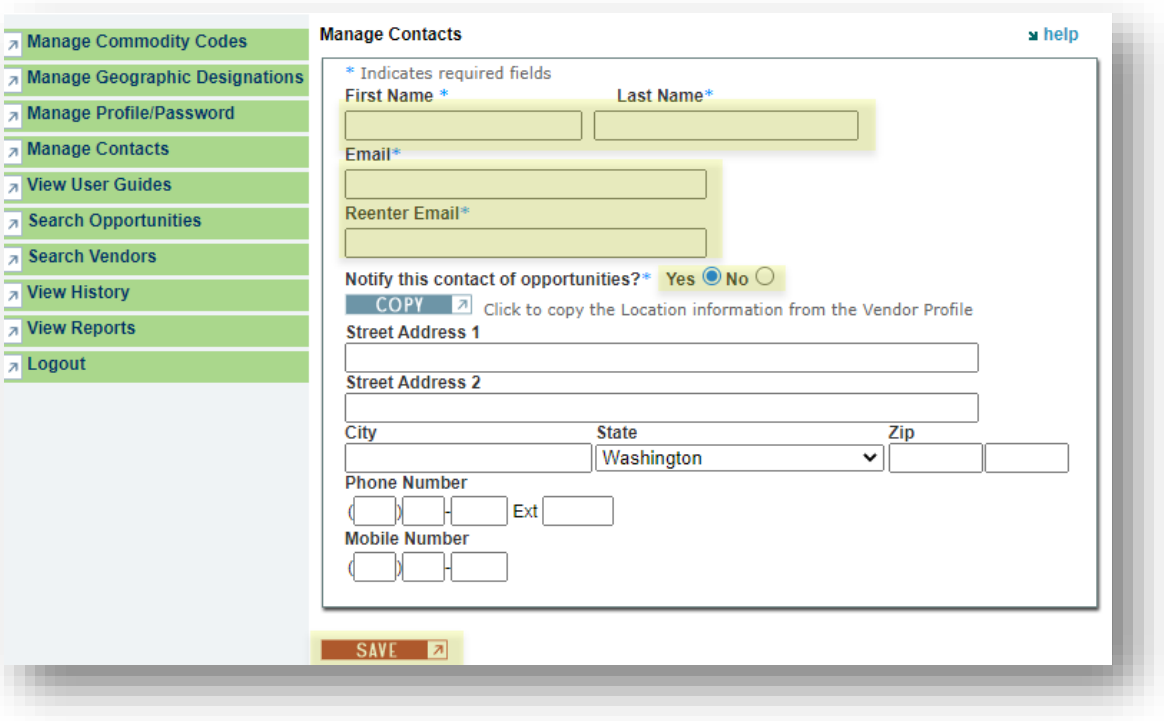
3. Make any changes to the administrator information, company profile, ownership profile or corporate location, then select “save”.



Manage Contacts

1. To add, edit or remove a contact in the account, select “Manage Contacts”.
2. Select add, fill in the required fields, then select “save”. “Notify this contact of opportunities” means this contact will receive bid notification emails when an agency posts a solitication with commodity codes that you have in your account. Whether you chose to receive bid notification emails or not, you will receive Apparent Successful Bidder (ASB) notifications to the registered email address, when applicable.



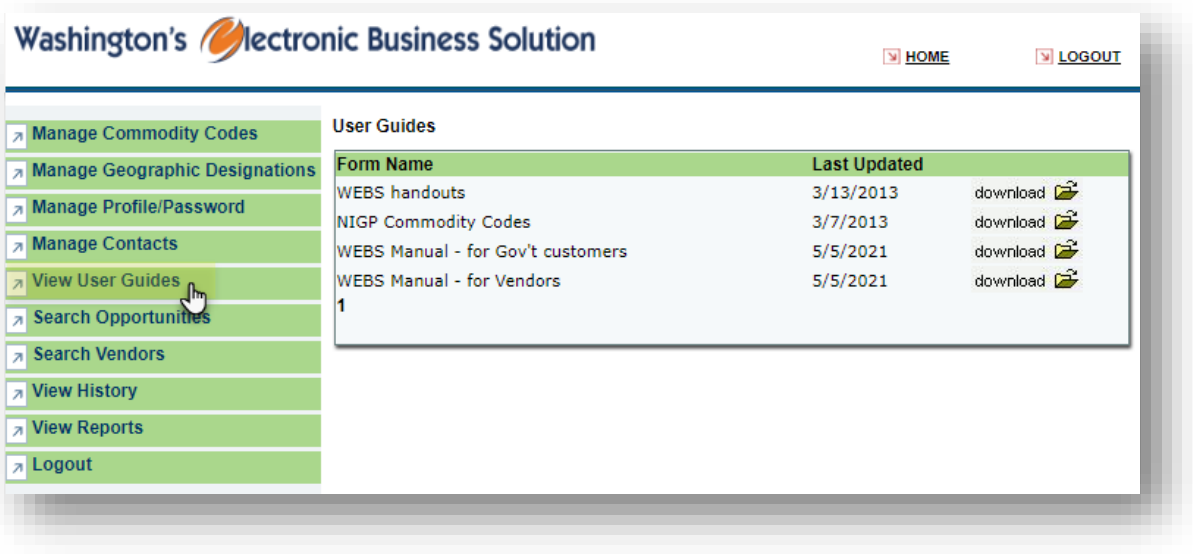


3. To alter an existing account, select “edit” next to the contact, alter the information and select “save”. To remove a contact, select “remove”.
4. NOTE: Do not add the Administrator as a contact. Administrators already receive bid notification emails by having the “Notify the account administrator of opportunities” button set to “Yes” in “Manage Profile.” This avoids the scenario of the Administrator logging in as a contact and not being able to make changes to the account.

View User Guides

There are several user guides posted in WEBS, select “Download” to view that specific guide.

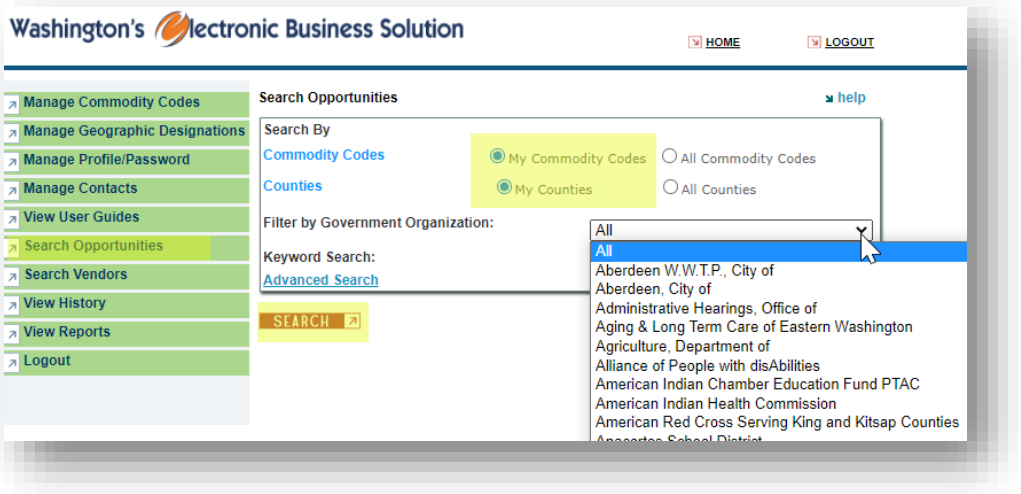
- WEBS Handouts: This flyer is used by government entities to encourage vendors to register in WEBS.
- NIGP Commodity Codes: This is an Excel version of all of the commodity codes in WEBS.
- WEBS Manual for Government Customers: This is the user guide for governement entities, which reviews their WEBS view.
- WEBS Manual for Vendors: This document is the user guide for vendors.



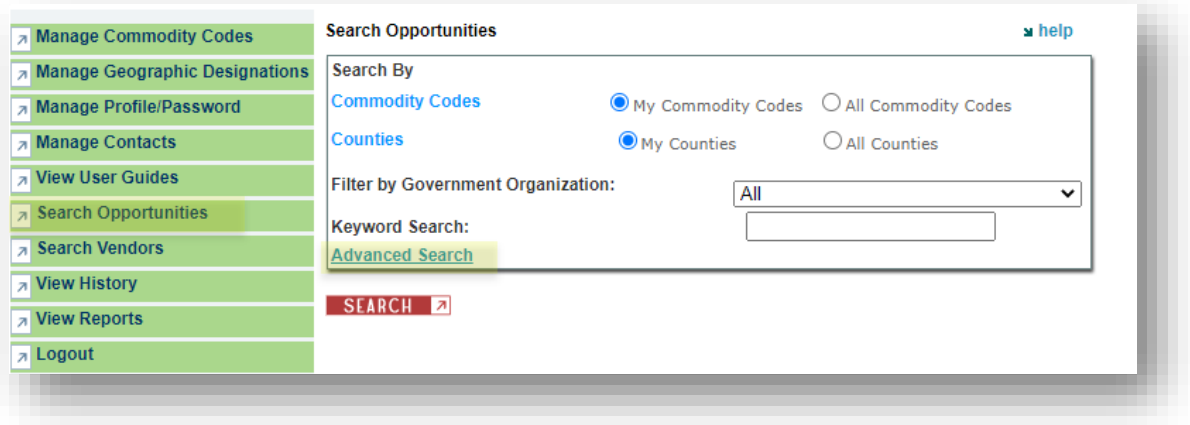
Search Opportunities

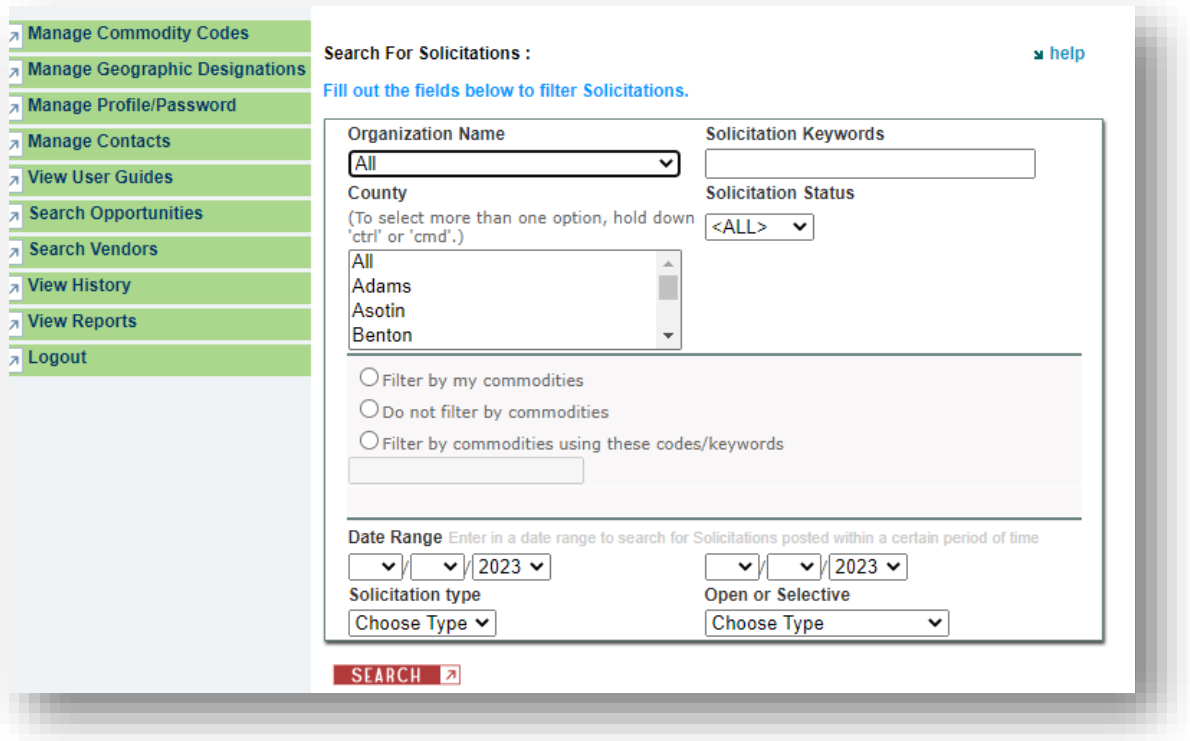
"Search Opportunities" allows vendors to search for posted solicitations. NOTE: It will not display solicitations that have closed. Inquire with the posting organization if you need details about a prior bid.

- Select Search Opportunities. The system will default to your company's commodity codes and counties by the "My Commodity Codes" and "My Counties" designations. To view other commodity codes or counties, select "All Commodity Codes" and "All Counties". There is also an option to search for solicitations posted by a specific government organization. Click the drop-down arrow to select a government organization. Set the buttons to "All Commodity Codes" and "All Counties" and click "Search." There is also an option to search solicitation by a keyword. This feature will only produce results if the bid coordinator used the same keyword in the bid title that you use when searching. You can also search by entering the bid Customer Reference Number in the keyword search box. Use one of these search options or a combination to find current posted solicitations.



- To find past (archived) solicitations, click on “advanced search”. You will notice the same options to search for solicitations by government organization, keywords, and county. Additionally, you have the option to search by date range that the solicitation was posted, solicitation type, solicitation status, and type (if the solicitation was posted as open/public, or selective/private). You have the option to filter by your account’s commodity codes, to not filter by commodity codes, or to filter by commodities using a code/keyword.





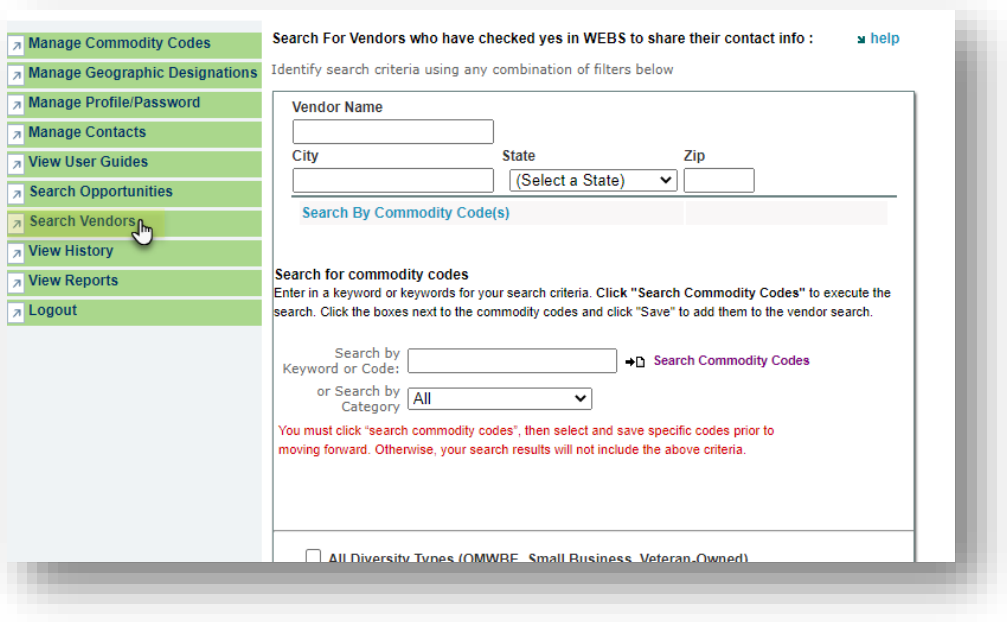
Search Vendors

Option 1: Search Vendors Tab

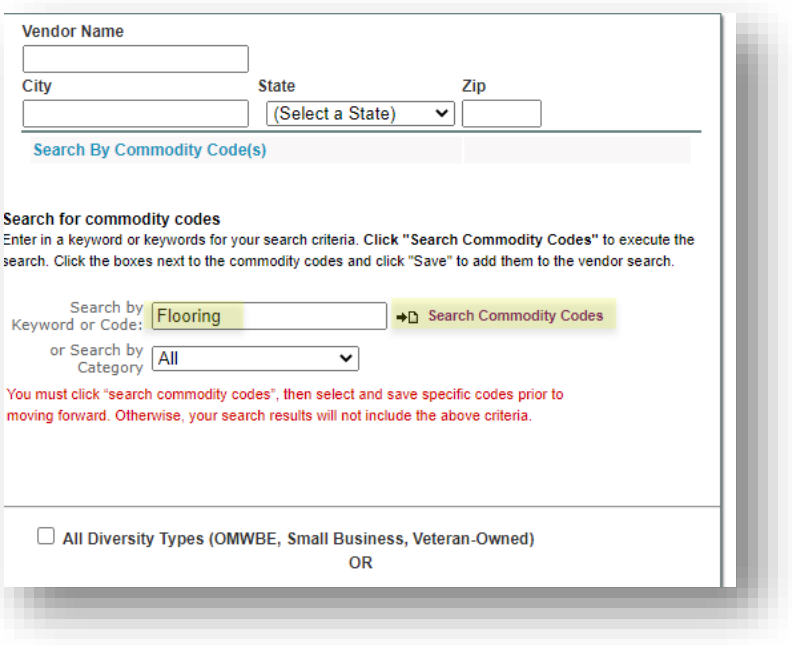
There is an option to search for other registered vendors who have chosen to share their information for partnering opportunities. Only vendors who choose to share this information will be visible. To share your

company's contact information, go to "Manage Profile & Make Changes to Profile" and set the "Display company contact information to other companies for partnering opportunities" to "Yes."

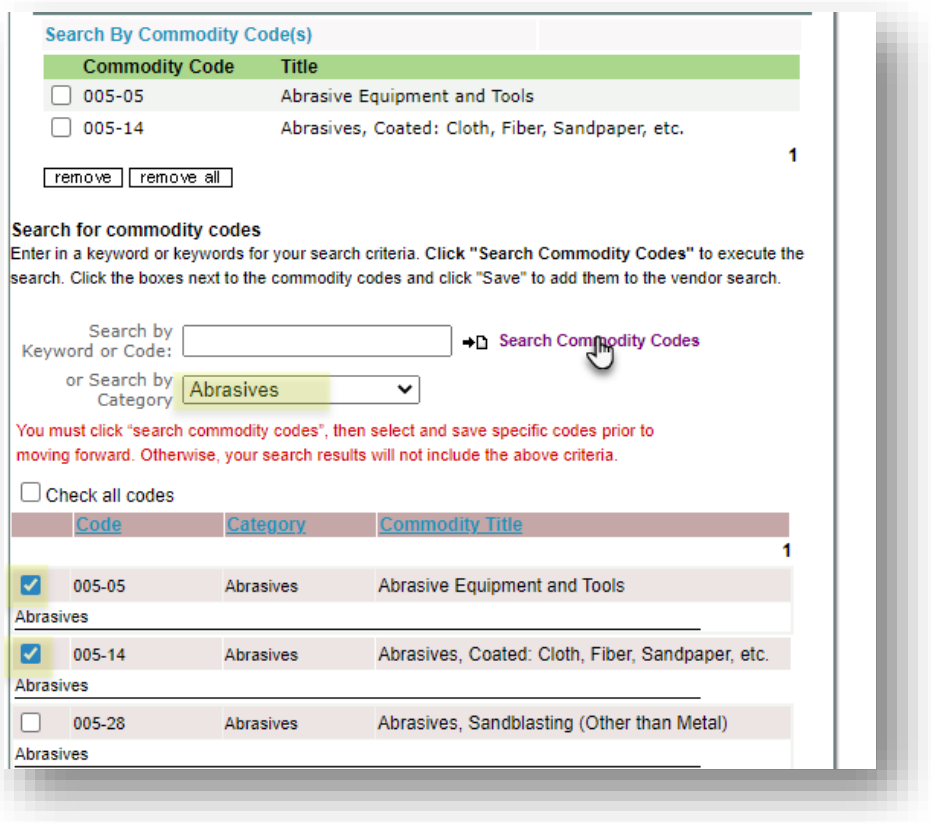
1. Select "Search Vendors"



2. Enter criteria using a combination of filters:
    a. Vendor Name, City, State, Zip – These fields are for where the business is located.
    b. Search by Commodity Codes – Here you may enter a keyword or a known code in the box and press the "Search Commodity Codes" link on the right. You may also use the drop-down menu to pick a category, which will give you several options of codes that may meet your needs. If you need to enter more than one keyword or code, separate by using a comma in between the search terms. Once you have entered your keywords/codes, click "search commodity codes".



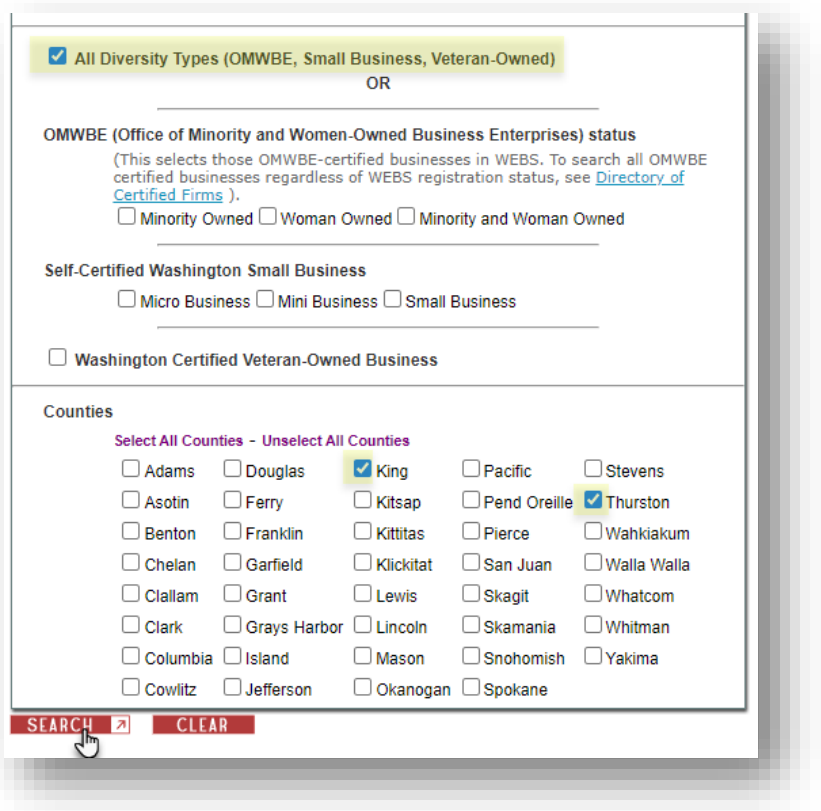
3. Select the results with the option to individually check commodity codes or "check all codes". Check the appropriate boxes and then the save button.



4. Search by Diversity Type – By clicking "All Diversity Types", your results only include businesses that meet the OMWBE, Small Business or Veteran-Owned criteria. Below you may narrow your

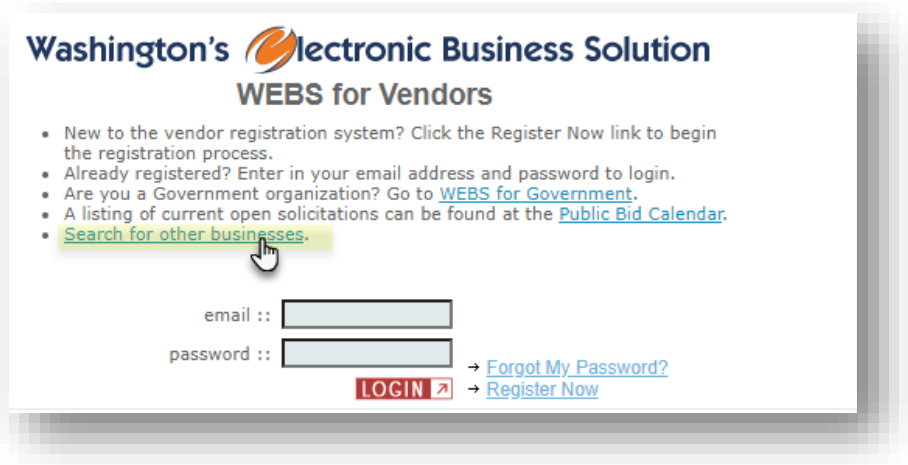
search to specific diversity types. If you do not click anything in this block, your results will contain all business types (certified and non).

5. Counties – This block represents the counties which businesses have indicated they are willing to provide goods and services. For example, if you are looking for a business to complete work in Douglas County, then click Douglas County. You may select all counties by clicking "Select All Counties".



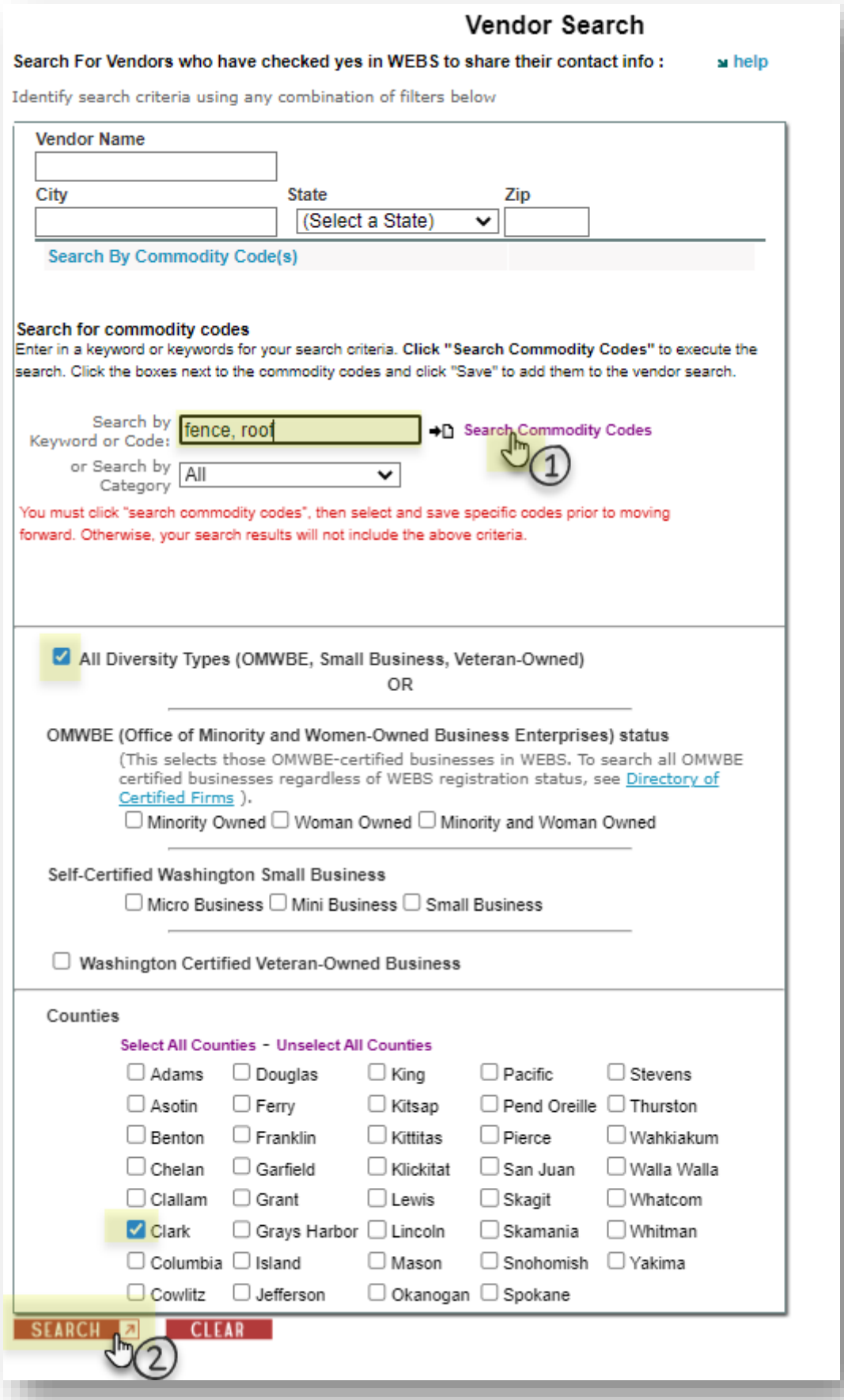
Option 2: Login Page (Sign-In Not Needed)

The option to search for other vendors is listed on the WEBS Login page (https://pr-webs-vendor.des.wa.gov/); however, you do not need to be logged in to perform a search:



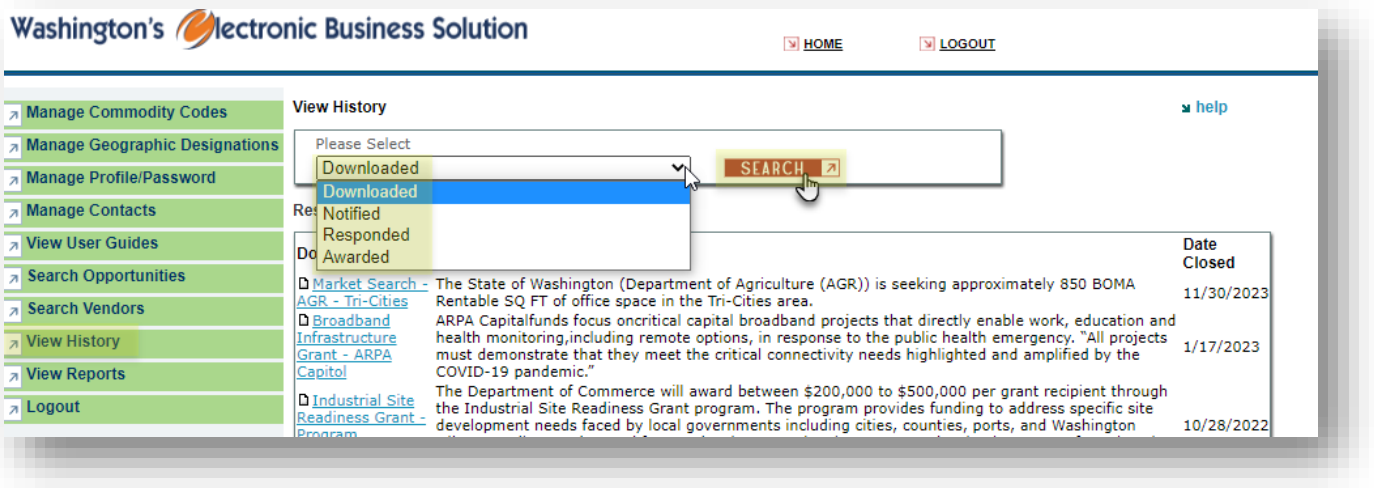
Once in the search, you can follow the same process as outlined in option 1 above.

Example: If you are looking for a fencing and roofing company that is either OMWBE certified, Small Business Self-Certified or a Washington Certified Veteran Owned Business that is willing to do work in Clark County, your search would look like this:


Vendor Search
Search For Vendors who have checked yes in WEBS to share their contact info :
help
Identify search criteria using any combination of filters below
Vendor Name
City
State
(Select a State)
Zip
Search By Commodity Code(s)
Search for commodity codes
Enter in a keyword or keywords for your search criteria. Click "Search Commodity Codes" to execute the search. Click the boxes next to the commodity codes and click "Save" to add them to the vendor search.
Search by Keyword or Code:
fence, roof
Search Commodity Codes
1
or Search by Category
All
You must click "search commodity codes", then select and save specific codes prior to moving forward. Otherwise, your search results will not include the above criteria.
All Diversity Types (OMWBE, Small Business, Veteran-Owned)
OR
OMWBE (Office of Minority and Women-Owned Business Enterprises) 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).
Minority Owned
Woman Owned
Minority and Woman Owned
Self-Certified Washington Small Business
Micro Business
Mini Business
Small Business
Washington Certified Veteran-Owned Business
Counties
Select All Counties - Unselect All Counties
Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia
Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson
King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan
Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane
Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima
SEARCH
CLEAR
2

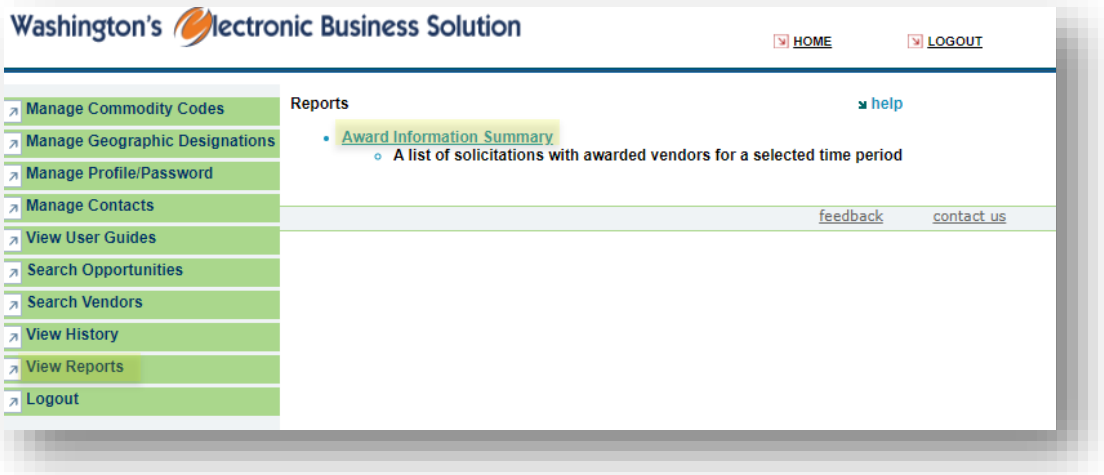
View History

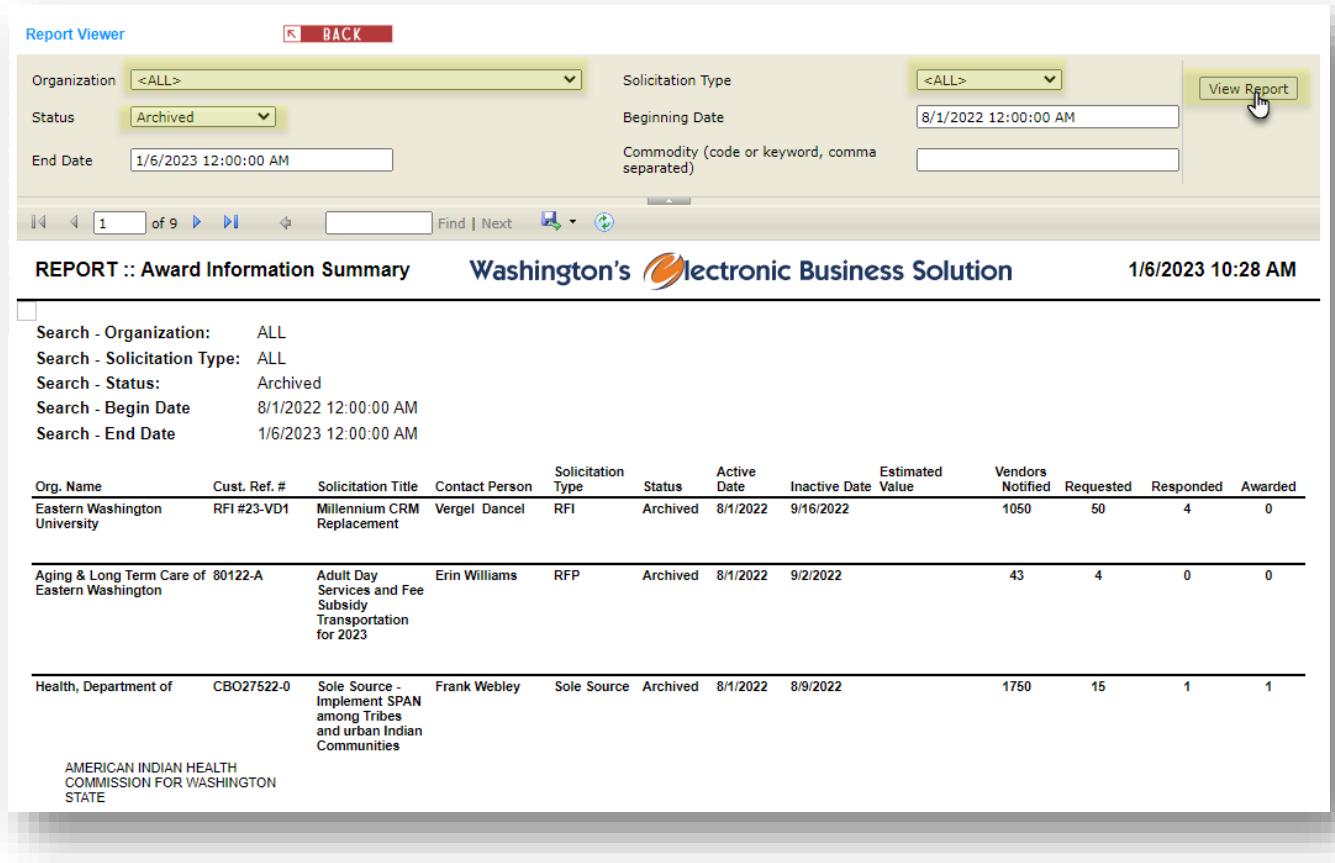
To view information on your company's history, select " View History". Click the drop down option to view: downloaded solicitations, solicitations you were notified about, solicitations your company responded to, or solicitations your company was awarded on.



View Reports

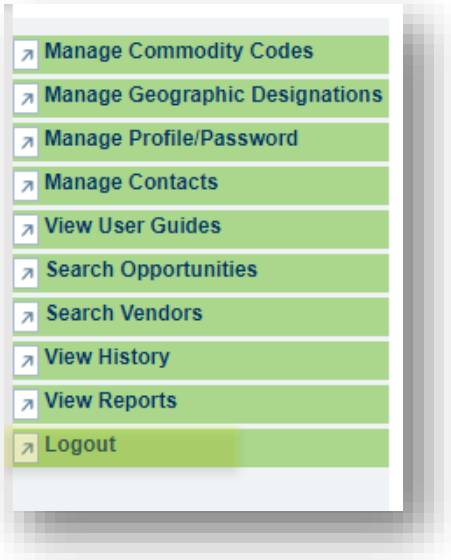
A report is available for you to run to view a list of solicitations and awarded vendors. Search by government organization who posted the solicitation and solicitation type. Select "archived" for solicitation status. Click "view report" to retrieve the results.





Logout

To log out of the system, select “logout”.



Sources: *39.26.150 Public Notice*, *WEBS*