**Announcement of Apparent Successful Bidder**

How to make the announcement

Procurement Coordinator must issue an announcement of Apparent Successful Bidders (ASB) through Washington Electronic Business Solutions (WEBS). For step by step instructions on how to issue the ASB via WEBS, please reference the [WEBS Manual for Customers](https://stateofwa.sharepoint.com/Sites/des-des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/Systems/WEBS/WEBSCustomerManual.docx) section for *Mark and Send Notification of Apparent Successful Bidder*.

To complete ASB notice in WEBS Procurement Coordinator needs to do the following:

1. Attach the bid tabulation - *Required*. To attach the bid tabulation, choose the “File” icon and upload the final bid tabulation.
2. Decide if any additional text needs to be included – *Optional*.

WEBS ASB Notification generates the standard text that will be sent to all bidders – see below. This default language cannot be deleted, but Procurement Coordinator can add comments to be sent either to ASBs (insert into both top and bottom text box in WEBS) or just to unsuccessful bidders (insert into the bottom text box in WEBS).

**The below is an example of the default entry that WEBS generates for ASB Notice. The regular text is automatically generated from the posting in WEBS and the template language (this part cannot be changed). The highlighted area is where the notes from the additional comments that staff can enter in WEBS appears on the ASB notice that is sent.**

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| Title: #12345 Widgets  Description: The purpose of this solicitation is to get widgets for the state. Big widgets, small widgets, red widgets, and blue widgets are required to meet the states’ needs.  Estimated Value: Priceless  Customer Reference Number: #12345  Close Date: 2/29/2024 12:00:00 AM  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).  Apparent Successful Vendor: Widgets R’ Us  Comments from the posting agency:  Additional comments and comments for unsuccessful bidders get added here  There are documents available related to the evaluation of this solicitation:  Attached bid tab.xlsx.  You can download these documents at [WEBS GENERATED LINK].  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 Contract McSpecialist, contract.mcspecialist@des.wa.gov.  If you need technical assistance, please contact WEBS Customer Service via email at [webscustomerservice@des.wa.gov](mailto:webscustomerservice@des.wa.gov) or by phone at (360) 902-7400. |

**Potential Additional Text to Insert for Unsuccessful Bidders**:

Please review our planned procurement page for upcoming opportunities. We also encourage you to review your commodity codes for other agency opportunities. For more information, review our [WEBS Registration](https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips) or contact Customer Service at [WEBSCustomerService@des.wa.gov](mailto:WEBSCustomerService@des.wa.gov) or 360-902-7400. For additional assistance, Washington businesses may contact the Washington APEX Accelerator (APEX) ([https://washingtonapex.org](https://washingtonapex.org/)) for no-cost assistance in doing business with public entities.