**Advertising the solicitation beyond WEBS**

Business outreach

Solicitation coordinators can expand the bidder pools for small, diverse, and veteran-owned businesses by circulating a free advertisement throughout the diverse business community to announce a bid opportunity immediately after it goes live in WEBS.

When your solicitation has been posted in WEBS, DES’s Procurement Equity and Inclusion (PIE) program recommends sending your one-page ad, based on the template on Page 2, to:

* DES PIE Program at DES [[despieprogram@des.wa.gov](mailto:despieprogram@des.wa.gov)]
* Yolonda Brooks, Department of Transportation [[BrooksY@wsdot.wa.gov](mailto:BrooksY@wsdot.wa.gov)]
* Minority and Women’s Business Enterprises (OMWBE) website - To submit your advertisement to the OMWBE website, click [here](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fomwbe.wa.gov%2Fsmall-business-assistance%2Fbids-contracting-opportunities&data=04%7C01%7Cmike.dombrowsky%40des.wa.gov%7C7c7791ed71fb482fbb2108d9d5f3ddf0%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637776065637986858%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=G1b7F6lHeea1J4%2BCX%2Ft7ba5q6bjDmBj%2B5cATzxUdnUk%3D&reserved=0) to get to the Create Bids page. Fill in the solicitation name in the “Title” box and paste the body of your advertisement into the “Description” box.
* Apex Accelerator: Complete the APEX form found at <https://washingtonapex.org/request/>. Under “Reason for Posting” select Agency Opportunity and under “Agency Opportunity” select State then complete all required fields.
* Send to the businesses that are identified in the research phase, special note to check that it is sent to all prior contractors on a current/past contract.

See bid advertisement template below. Delete this instruction page before submitting your advertisement.

# NOTICE OF BID OPPORTUNITY

**Competitive Solicitation 00021**

**Contract name**

**COMPETITIVE SOLICITATION POSTING:** Date

**DEADLINE FOR SUBMITTING BIDS:** Date

**Find the full solicitation on** [Washington’s Electronic Business Solution (WEBS)](https://pr-webs-vendor.des.wa.gov/). Vendors not registered in WEBS will not receive updates or amendments to the solicitation, which could disadvantage your bid.

**Pre-bid conference**: Date and time

Join via Teams: <https://des-wa.zoom.us/j/99852251261?pwd=THpySUNsSjR3R1lNUk0vM0twVC9JUT09>

Meeting ID: 998 5225 1261

Password**: 000000**

Join by phone: 888-788-0099 US Toll-free

Password: 858377

**Contract location:** Statewide or regionally

**Contract description:** The Washington State Department of Enterprise Services (Enterprise Services) is conducting a competitive procurement to award Statewide Contracts by geographic region [if applicable] (Western Washington, Central Washington and Eastern Washington) for eligible purchasers to acquire contracted goods and/or services.

Through the Statewide Contracts established by this solicitation, Washington state agencies and other eligible purchasers may obtain contracted goods and/or services … [describe contract scope and specifications … ]

**Commodity codes**: 155-75 – Shelters, Decontamination; 485-74 – Oil, Chemical, and Haz. Material Spill; 909-74 – Site Cleanup, Preconstruction; 910-27 – Garbage Removal & Disposal; 912-38 – Hazardous Waste (Incl. Site Mgmt.); 918-43 – Environmental Consulting; 926-29 – Contaminated Groundwater Services; etc.

**Inclusion plan:** None

**Preference/priority points:** [if applicable]

* Washington small businesses
* Veteran-owned businesses
* Executive Order 18-03

**Solicitation documents:** Solicitation documents, contacts and bid instructions are available in WEBS: <https://pr-webs-vendor.des.wa.gov/>.

**Question-and-answer period:** [Question due date: Posting date: ].Submit questions or concerns about this solicitation in writing to the Procurement Coordinator: Your Name at [YourTeam@des.wa.gov](mailto:YourTeam@des.wa.gov).