**Small business outreach**

Advertising your solicitation beyond WEBS

Procurement coordinators can expand the bidder pools for small, diverse, and veteran-owned businesses by circulating a free advertisement throughout the diverse business community announcing the bid opportunity immediately after posting it in WEBS.

Once your solicitation has been posted in WEBS, it is recommended you send a one-page ad, based on the template provided on Page 2, to:

* [Procurement Technical Assistance Center](mailto:info@washingtonptac.org) (PTAC)
* [Office of Minority and Women’s Business Enterprises](https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities) (OMWBE) to be posted on their website

**NOTE**: To submit your ad 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.

***See bid advertisement template below. Save the document as a PDF prior to distributing it. 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 Zoom: <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 [Agency] is conducting a competitive solicitation to award a Contract to acquire 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:** [Posting date to one week before bid-due 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).