

## DES makes enhancements to WEBS

The Department of Enterprise Services has made important enhancements to Washington's Electronic Business Solutions (WEBS) system.

The enhancements include technical improvements to make navigating through WEBS easier, and also key changes in vendor notifications through WEBS.

### Enhancement one

When clicking save, upload, submit, etc., the system will now return you to the same place on the page where you were previously. In the past, the system would take you back to the top of the screen each time after you performed an action in WEBS.

### Enhancement two

When emailed bidding opportunities, vendors now click on a link that takes them directly to the opportunity about which they were emailed, rather than requiring them to search for it after clicking on the link. The vendors must still log in.

### Enhancement three

Commodity Code search functions have been improved.

### Enhancement four

The fourth enhancement changes the emails to vendors for sole source notifications. Previously, all notification emails to vendors were the same for any solicitation type (including sole source) posted in WEBS, titled "WEBS Bidding Opportunity" – which was confusing when vendors were actually being notified of intent to sole source.

### The wording for Sole Source notifications will now be titled, "Sole Source Notification," and read:

It is the intent of Washington State to promote transparency for all contracts for goods and services. As per Policy #DES-140-00, notice of all intended agency sole source contracts must be posted on the state's enterprise vendor registration and bid notification system (currently Washington's Electronic Business Solution (WEBS)) for at least five (5) working days. Our records indicate that your firm is registered to receive WEBS notices from one or more categories listed in this sole source notification.

Pending approval by the WA Department of Enterprise Services, the posting organization listed below intends to award a sole source contract for the following goods or services:

Title: XXXXXXXXXXXX

Description: XXXXXX

Estimated Value: \$\$\$\$\$\$

Customer Reference Number: ##### Close Date: Day of the week, Date Posting Organization:  
Agency Name

The definition of a sole source contract, as per RCW 39.26.010, is one where the contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods or services.

Although this sole source notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, please review this sole source notice by logging in at: <https://fortress.wa.gov/ga/webs/>. Once logged in, you should be taken directly to this notice. To view other solicitations, click on the "Search Opportunities" link on the left hand side.

The sole source notice should include a description of the purpose and scope of the intended contract, the criteria or rationale justifying the sole source contract, the name of the prospective contractor, the projected contract value, the period of performance, and the process for vendor inquiries or responses, including timelines and requirements. Any questions regarding this notice should be directed to the contact person listed in WEBS.

If the above link does not work properly, please copy the link to the address line in your browser. If you need technical assistance please contact WEBS Customer Service via email at [webcustomerservice@des.wa.gov](mailto:webcustomerservice@des.wa.gov) or by phone at (360) 902-7400.

All other notification wording remains unchanged.