Washington State DEPARTMENT OF ENTERPRISE SERVICES

05726 – SOURCEWELL Solar Powered EV Charging

Frequently Asked Questions (FAQ)

Purchaser Related

1. **What can I purchase from this contract?**
   The whole catalog by BEAM

2. **What is Sourcewell ?**
   Sourcewell is a non-profit cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model.

   All Sourcewell's Cooperative Contracts are awarded by a lead state using a competitive procurement process (typically an RFP).

3. **What is a Cooperative Contract?**

   The Cooperative Contract is the contractual agreement executed between the awarded contractor(s) and the Lead State that conducted the procurement on behalf of Sourcewell. Participating Entities (Washington State) execute "Participating Addendums (PAs)" against the Cooperative Contract.

4. **What is a Participating Addendum? How is it different than a Sourcewell Cooperative Contract? Which agreement should I use?**

   Participating Addendums (PAs) are executed between a participating entity (Washington State) and the contractor. The Participating Addendum is a contractual document that binds the contractor and the participating entity to the terms and conditions of the Cooperative Contract **and** additional terms and conditions to meet the unique needs of their state. State of Washington Customers must use the Participating Addendum to purchase off contract 05726. If the PA is silent on certain terms and conditions, the Cooperative Contract would govern.

5. **Can I choose any awarded contractor to purchase from this contract?**
   All contractors went through the competitive solicitation process and were selected to be awarded this contract as the highest-scoring bidders for the specified category. Purchasers may not use a contractor to obtain products and/or services from a category that was not awarded to that contractor. State of Washington Agency customers are not required to conduct further competition to choose an awarded contractor. Other customers should follow their applicable rules regarding contractor selection.

6. **How can I determine the best-awarded contractor to use?**
   Enterprise Services recommends reviewing the contract summary page for information about the winning bids, including contractual information, pricing, and any special provisions. Purchasers can also review the "vendor and contract performance feedback" submitted by other purchasers to Enterprise Services. Purchasers should email the Contract Administrator with the request to view the feedback. Please note that this survey information does not represent the opinion of Enterprise Services, simply feedback from purchasers.

Purchasers are encouraged to engage the awarded contractor(s) who best meet their requirements to obtain and review specific quotation(s) for their business needs. Note that the pricing stated in these contracts is the **maximum** that contractors may charge purchasers. Purchasers can request and possibly negotiate deeper discounts, such as for bulk orders or large projects.

7. **Who can (or cannot) use this contract?**
   Eligible purchasers include:
   Washington State Agencies. All Washington state agencies, departments, offices, divisions, boards, and commissions.
   Washington State Institutions of Higher Education (Colleges). Any of the following institutions of higher education in Washington: State universities – i.e., University of Washington & Washington State University; Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University; Evergreen State College; Community colleges; and Technical colleges.
   CUA Parties. Any of the following types of entities that have executed a Contract Usage Agreement with Enterprise Services: Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington; Federal governmental agencies or entities; Public-benefit nonprofit corporations (i.e., public benefit nonprofit corporations as defined in RCW 24.03A.245 who receive federal, state, or local funding); and Federally-recognized Indian Tribes located in the State of Washington.

   Enterprise Services maintains a list of eligible Contract Usage Agreement parties on the CUA Listing website.

8. **What is the pricing model?**
   Percentage discounts for each product category are set for the term of the Sourcewell Agreement for each supplier, including any renewals. Customers may negotiate deeper discounts.

9. **How do I get involved with or participate in developing the solicitation that will replace this contract?**
   Since this is a Sourcewell contract, you would contact Sourcewell resources listed on the Sourcewell page. Enterprise Services generally decides on developing a new contract that replaces expiring contracts one year before the current contract expires. The solicitations that are currently in development appear on the planned procurement page. If you are interested in participating, please contact the Enterprise Services Contract Administrator listed on that page.

10. **What should a purchaser do if a contractor is not performing? Who should a purchaser contact at Enterprise Services or how to escalate a performance issue with the contractor?**
    If there is a contractor that is not performing, the purchaser should first seek to resolve the issue directly with the contractor. If the performance issue is unresolved, reoccurring, or in need of escalation, please contact the Enterprise Services Contract Administrator listed on the contract page. Enterprise Services relies on purchasers who are working with the contractors to notify us of any issues. Enterprise Services staff can aggregate any contractor performance issues across purchasers to ensure good performance for all. Please send relevant information on the performance issue so that Enterprise Services staff can assist.

11. **How can I purchase greener products? How do I know a product is toxics-free? Where did the environmental certifications/factors come from?**
    Please refer to the Enterprise Services environmentally preferred purchasing page for more information.

Contractor Related

12. When can I get added to the contract?

Contracts can only be awarded to contractors who submit a bid on the opportunity when it is posted on the Sourcewell website. Contractors are also encouraged to register in the Washington Electronic Business Solution System WEBS for any new bidding opportunities if it's decided to rebid the contract. Enterprise Services has a registration page that explains the registration process. If you have questions on the registration process, please contact WEBS customer service, at (360) 902-7400.

13. Who do I contact if I have invoice or vendor management fee questions?

Please contact the contract administrator listed on the contract summary page.

14. When are quarterly sales reports due?

Quarterly sales reports are due and past due based on the following timeframes:

Sales Made	Report Due By	Report Past Due
1 January – 31 March	April 30	May 1
1 April – June 30	July 31	August 1
1 July – September 30	October 31	November 1
1 October – December 30	January 31	February 1

Please check the sales reporting website which has the following general reporting instructions.

15. When are vendor management fee invoices due?

After-sales have been reported, contractors will receive an invoice to remit to Enterprise Services the vendor management fee payment. Please wait to receive an invoice from Enterprise Services before sending payment. This is to ensure your payment can be identified, accepted and applied correctly. The contractor must pay the vendor management fee invoice within thirty (30) calendar days.

16. Who do I contact for contact updates?

Please contact the contract administrator listed on the contract summary page.

17. How do I check for authorized purchasers?

Please check the Contracts Usage Agreement (CUA) signed agreement list to see the list of authorized purchasers for Enterprise Services contracts. The Washington State website can help navigate to the governmental entities on the list.

18. How do I report EPP purchases? How do I submit products with green certifications?

Please refer to the Enterprise Services environmentally preferred purchasing page for more information.