**Introduction:** Pursuant to Legislative authorization, DES, on behalf of the State of Washington, is authorized to develop or participate in cooperative purchasing agreements to develop master contracts for goods and/or services to support Washington state agencies and other local or federal government agencies or entities, public benefit nonprofit organizations, and any tribes located in the State of Washington. *See* RCW 39.26.050 and 39.26.060. DES has ensured this procurement meets [RCW 39.26](https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26) , State of Washington [Current Procurement Policies](https://des.wa.gov/about/projects-initiatives/procurement-reform/current-enterprise-procurement-policies), and determined that entering into this master contract will be in the best interest of the State of Washington.

**Procurement Process:** In accordance with the above laws and policies, DES followed these steps when establishing this statewide contract.

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| **Milestone** | **Purpose and/or Applicable Regulation** |
| 1 - Determination | DES conducted an analysis to ensure this commodity provides an opportunity for economies of scale, and economic benefit to the state.  |
| 2 – Risk Assessment | DES did risk and complexity assessment for this procurement to assign the procurement to the contract specialist with the appropriate level of experience. |
| 3 – Market Research | DES conducted market research for this commodity by reviewing industry resources and reaching out to vendors/customers. |
| 4 – Sourcing Team | DES sent out the invite to current or potential purchasers to provide input regarding the procurement and to serve as evaluators, if applicable.  |
| 5 – Strategic Plan | Based on the market research and input from stakeholders, DES created the procurement strategy best applicable to this commodity. The strategic plan included decisions on award categories/regions, evaluation criteria, cost components, state preferences, etc. |
| 6 – Solicitation Draft | Using the standard solicitation templates and decision points from the strategic plan, DES drafted the solicitation and followed its internal review process procedures. |
| 7 & 8 – Posting in WEBS | Per RCW 39.26.150, DES provided public notice and posted the solicitation on the state's enterprise vendor registration and bid notification system ([WEBS](https://pr-webs-vendor.des.wa.gov/)). |
| 9 – Pre-Bid  | To help bidders submit a successful bid, DES held an optional virtual pre-bid conference where bidders could ask questions about the solicitation. |
| 10 – Q&A Period | DES allowed bidders to submit questions and posted the responses via WEBS. Per RCW 39.26.170 and Policy DES-170, DES allowed bidders to submit a complaint. |
| 11 – Bids Due | DES set the bids due deadline and requested that all bids be submitted electronically by that deadline in order for the bids to be considered responsive. |
| 12 – Bid Evaluation | Per RCW 39.26.160, DES evaluated all bids to determine the lowest responsive responsible bidder(s) based on the criteria set forth in the solicitation and any preferences as required by the RCW and policies. |
| 13 – ASB Announcement | Per RCW 39.26.160 and Policy DES-170, DES sent notice to all bidders through WEBS about apparent successful bidder(s) or ASB and shared the evaluation scores summary.  |
| 14 – Debrief Period | Per Policy DES-170, DES allowed bidders to request a debrief within 3 business days from the ASB announcement.  |
| 15 – Protest Period | Per RCW 39.26.170 and Policy DES-170, DES allowed 5 business days after the debriefs for bidders to submit a protest of the award. |
| 16 – Protest Response | If applicable, per Policy DES-170, DES reviewed any received protests based on the identified criteria and merit and responded accordingly. |
| 17 – Contract Award | Per RCW 39.26.160, DES announced final awards through WEBS. |
| 18 – Contract Kick-off | DES created a webpage for the contract and conducted onboarding meetings with awarded vendors to ensure they understand contract requirements. |