How to do Business with Washington State

Women’s Business Enterprise Council Pacific
Empower U - June 3, 2020
Erin Lopez (DES) & Caleb McInvaille (OMWBE)
Introductions

We will not have time for individual introductions. Please wave in your camera or share in the chat when I say your industry.

• Construction Contractor
• Architectural & Engineering Services
• Information Technology Goods or Services
• Business Professional Services (non-IT)
• Other Products
• Other Services
DES provides variety of services that strengthen the business of government

- Public works contracting
- Master contracts for goods and services
- Facilities and leasing
- Information technology contracting assistance
- Technology leasing
- Small agency financial and human resource solutions
- Print and mail services
- Fleet operations and Surplus operations
Categories of Procurement at DES

Public works contracting: Across the state, DES manages nearly 800 design and construction projects worth more than $580 million each year.

Good and services contracting: DES oversees state master contracts with more than 1,200 private vendors who provide more than $1 billion worth of goods and services each year. DES purchases over $100 million a year in goods and services for DES operations.
Washington State Recognized Small and Diverse Businesses
Top Priority

Supporting small and minority, women’s and veteran-owned businesses in state contracting is a priority for Gov. Jay Inslee and the state of Washington.

“As governor, one of my top priorities is to foster a strong economy that works for everyone. That means more opportunity, greater prosperity and a better quality of life for all.”

-Gov. Jay Inslee
Department of Enterprise Services is currently offering Washington Small and Veteran-Owned Business preferences in some of our master contract solicitations.

If you would like to see the state grow this practice, or other recommendations, please email our policy team who establishes enterprise wide policies at: DESmiEnterpriseProcurementPolicy@des.wa.gov
Small Businesses

Washington Small Businesses (RCW 39.26.010)

• Self-identified in DES’s Washington’s Electronic Businesses Solution (WEBS).
• Attest to meeting the criteria for a small business in WEBS annually.
• Washington State Enterprise
• Less than 50 employees or have gross annual revenue of less than seven million dollars.
• Or OMWBE certified.
**Mini and Micro Businesses**

**Definitions** ([RCW 39.26.010](#))

**Microbusiness**
Gross revenue of less than one million dollars annually as reported on its federal tax return or on its return filed with the department of revenue.

**Minibusiness**
Gross revenue of less than three million dollars, but one million dollars or more annually as reported on its federal tax return or on its return filed with the department of revenue.

State Small and Diverse Businesses
Veteran Owned Businesses

Washington Veteran Owned Businesses: The Washington State Department of Veterans Affairs (WDVA) is the sole certifying agency for Washington State Veteran and Service Member Owned businesses (www.dva.wa.gov).

Businesses must provide:

• Proof of Honorable Veteran Status
• Proof of 51% ownership (or 50/50 if spousal or veteran split)
• Proof the business is a Washington State Enterprise
Minority, Women Owned Businesses

Minority, Women, and Socially and Economically Disadvantaged Owned Businesses:

The Office of Minority and Women’s Business Enterprises or OMWBE is the sole certifying agency for small businesses owned and controlled by minority, women, and socially and economically disadvantaged persons (www.omwbe.wa.gov).

State Small and Diverse Businesses
Businesses must be:
• For-profit.
• A small business according to the U.S. Small Business Administration (see application information)

Eligible owner(s) must:
• Be female, African American/Black, Asian America, Pacific Islander, Hispanic/Latino, Native American, Native Hawaiian, or Alaska Native
• Be a U.S. citizen or legal permanent resident (federal only).
• Own at least 51% of the business.
• Control managerial day-to-day operations.
• Have a personal net worth less than $1.32 million not including primary residence or applicant business.
Benefits of Certification

- Boosts a firm’s potential for doing business with government agencies and private companies looking for small diverse firms.

- Projects funded by the U.S. Department of Transportation (USDOT), including highways, aviation, and transit, have enforceable goals for the inclusion of certified firms. Public entities that manage these projects and their prime contractors look to OMWBE’s directory for federally-certified firms.

- Significantly increases a firm’s visibility through listings on important databases for certified firms.

- Increases a firm’s awareness of active bids throughout the state.

- Access to reduced interest rates on business loans through the Linked Deposit Loan Program (for state certified firms).
Accessing Opportunities
State bid system
Register in WEBS
Washington’s Electronic Business Solution

• If you plan on bidding to the state or other entities that use WEBS to post solicitations.
  – State agencies are required to post solicitations above the direct buy limit in WEBS (increased to $30,000 and $40,000 for small or certified veteran businesses).

• If you want to be recognized as a Washington Small Business or start the certification process for Veteran business certification.

• If you want prime contractors to find you for state inclusion plans.
WEBS Registration Tips

• Have your information available when you register (FEIN, Company name, Address, Contact information).
• Contact information that will work for your business over time.
• Ownership information (OMWBE, DVA, Small)
• Consider making your information public
• NIGP Commodity Codes
  – 914-84 Trade Services Construction Non-classified.
We are here to help

WEBS Registration Link

WEBS Customer Service
(360) 902-7400
WebsCustomerService@des.wa.gov
Accessing Opportunities
Goods and Services
### Who buys what I sell and how?

#### Goods and Services

<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Competed and posted in WEBS</th>
<th>Size of opportunity</th>
<th>Access to information</th>
</tr>
</thead>
</table>
| Master Contract  | Yes                         | $0 to $120 million  | • Contract information is on our website  
• Sales data is quarterly posted on data.wa.gov (Master Contract Sales Data) |
| Agency Contract  | Yes                         | Usually over the direct buy limit | • Awarded contracts are annually posted on data.wa.gov (Agency Contracts)  
• Contract information can be requested |
| Direct Buy       | No                          | Under $30,000 ($40,000 for small and certified veteran owned businesses) | • Scopes with contracts are posted annually on data.wa.gov  
• Purchases made by check are posted in [open checkbook](#) |
Market Research for Goods and Services

- DES posts upcoming opportunities and information about current contracts on our [website](#).
- Washington State data transparency (data.wa.gov, open checkbook, public disclosure)
- **Procurement Technical Assistance Center** (PTAC) is a no cost federally funded resource (WA: [www.washingtonptac.org](#))
Goods and Services Contracts

DES manages master contracts and DES agency contracts for wide range of needs.

Outreach:
• Events, including hosting industry specific events.

Procurement strategies:
• Best value procurement.
• Unbundling.
• Regional awards.
• Small and Veteran Business preferences.
• Policy enhancements.
1. Connect with your resources (DES, OMWBE, DVA, PTAC, WBEC, etc.).
2. Do market research to know where and how the state is buying.
3. Focus your efforts
   • Register in WEBS
   • Get certified (OMWBE, DVA)
   • Outreach and engagement ([Subscribe for Updates](#))
Accessing Opportunities
Public Works
# Who should I target?

## State Construction and Design Services

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Agency Lead</th>
<th>Posted in WEBS</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical Construction</td>
<td>DES</td>
<td>Yes</td>
<td>• DES builds and maintain buildings for the state.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• DES manages vertical construction projects for state and local agencies.</td>
</tr>
<tr>
<td>Civil Construction</td>
<td>WSDOT</td>
<td>Depends</td>
<td>• WSDOT is responsible for buildings, highway systems, and ferries for the state.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• WSDOT partners to maintain local roads, railroads, airports, and alternatives to driving.</td>
</tr>
<tr>
<td>Other</td>
<td>Multiple</td>
<td>Depends</td>
<td>• Other agencies, to include four year universities, with construction authority may manage their own construction and design projects.</td>
</tr>
</tbody>
</table>
Market Research for Construction and Design

• DES posts upcoming opportunities and information about current contracts on our website.
• Office of Financial Management posts agency budgets providing early notice of larger projects (www.ofm.wa.gov)
Public Works Contracting

Construction Contracts

- Job Order Contracting (JOC)
  - $6 million annually
  - Individual work orders can not exceed $500,000
  - Must subcontract out 90% of the work
  - JOCs 6 across the state
- Projects over $300,000 are bid individually
- Small Works - $350,000 or less
- Limited Public Works – $50,000 or less

Professional Design Contracts

- On-call Professional Services - $350,000 or less
- Project Specific Selection – no limit
Outreach:
• Participate in outreach events across the state regularly
• Conduct outreach with agencies, primes, and resource providers
• Targeted outreach for specific projects and scopes
• Collaborating with OMWBE to identify and increase availability of diverse businesses

Inclusion plans:
• Required on contracts worth $1 million or more.
• Subcontractor reporting required.
Steps for Public Works

1. Connect with your resources (DES, OMWBE, DVA, NAMC, WBEC, PTAC, etc.).

2. Do research to know where and how the state is contracting for my area of work.

3. Focus your efforts
   • Register in WEBS and B2GNow
   • Get certified (OMWBE, DVA)
   • Outreach and engagement (Subscribe for Updates)
B2Gnow
Small and Diverse Business Tracking
Register in B2GNow

If you plan on bidding to the state or other entities that use B2GNow for tracking subcontractor reporting.

DES Public Works requires all contractors to enter into B2GNow to ensure subs are paid timely and other project management.
Question and Answers
Contact Us

Public Works, Facilities, Leasing
(360) 407-2220
FacilitiesandLeasing@des.wa.gov

Contracting & Purchasing
(360) 407-2210
ContractingandPurchasing@des.wa.gov

WEBS Customer Service (online bid system)
(360) 902-7400
webscustomerservice@des.wa.gov
Erin Lopez Nielsen
Department of Enterprise Services (DES)
(360) 810-1731 (cell)
Erin.Lopez@des.wa.gov

Caleb McInvaille
Office of Minority and Women’s Business Enterprises (OMWBE)
(360) 664-9751
CalebM@omwbe.wa.gov
Coronavirus Information

www.coronavirus.wa.gov