SECTION 7:   **ACQUISITION PROCEDURES**

SUBJECT: **WASHINGTON ELECTRONIC BUSINESS SOLUTION (WEBS) POST-ACQUISITION POSTING**   **Procedure 7.5.3**

Policy: The University is required to post the names of all bidders and indicate the successful bidder(s) in WEBS upon making an award.[1]

Procedure:

Once the solicitation has been completed in Ariba and an award has been made, return to WEBS to record the solicitation. Within the solicitation, choose "Record Solicitation Results[2]" and indicate which vendors responded to the solicitation and which vendor(s) were successful. Completing this step is required to allow the solicitation to be archived.

How to Record Solicitation Results:

1. Enter WEBS
2. Select "Manage Solicitation" from the menu on the left side of the screen
3. Select the appropriate solicitation
4. Scroll to the bottom of the page and select "Record Solicitation Results"
5. This will create a list of vendors who downloaded the bid, an amendment or were notified of the bid in **WEBS**, but **may not include all suppliers notified in Ariba**
6. Add vendors who responded to the solicitation, but did not download the bid or an amendment in **WEBS**, or were notified of the bid **in Ariba**
   a. Scroll to the bottom of the screen and select "Add Registered Vendor" if the Vendor is registered in **WEBS** or "Add Unregistered Vendor" if the vendor is not unregistered in **WEBS**. If the vendor's registration status in WEBS is unknown, select "Add Unregistered Vendor."
7. Select the box in the column labeled "Responded" for all vendors that responded to the solicitation
8. Specify the date of response for each responding vendor in the "Responded Date" column
9. Specify which vendor(s) received the award in the "Awarded" column
10. Specify the date of award for the vendor(s) receiving the award in the "Awarded Date" column
11. Select "Save Changes" to save the information in WEBS
12. If using WEBS as the award notification system, select "Send Notification"
    a. This may only be done once; ensure it is accurate prior to sending notification

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[1] RCW 39.26.160(7)
[2] The Department of Enterprise Services has posted a video tutorial for recording solicitation results, available at: http://www.youtube.com/watch?v=Olg9GmA5VNw.