

SECTION 7: PRE-BUY REVIEWS

SUBJECT: WASHINGTON ELECTRONIC BUSINESS SOLUTION (WEBS) PRE-ACQUISITION POSTING Procedure 7.2.14

POLICY:

The University of Washington is required, by [RCW 28B.10.029\(c\)\(iii\)](#) and [RCW 39.26.150\(1\)](#), to post all competitive solicitations over \$100,000 in the Washington Electronic Business Solution (WEBS) system. Additionally, for informal solicitations, the University of Washington may elect to post solicitations in WEBS, rather than following the informal solicitation process in RCW 28B.10.029(c)(iii).

In order to successfully implement the University's eProcurement program in compliance with state law, buyers should complete the Solicitation Notification document and post the completed document in WEBS.

Additionally, for all solicitations for which a Solicitation Notification cover sheet was posted in WEBS, a notification of any addenda must be posted in WEBS whenever addenda are completed within Ariba.

All documents posted in WEBS should clearly specify the appropriate method of response and should specify that responses not submitted in the appropriate manner will not be considered.

PROCEDURE:

Prior to opening a competitive solicitation that requires posting in WEBS, create a posting document for making potential vendors aware of the opportunity. The posting document should be formatted in accordance with the template documents provided. RCW 39.26.150 requires that the University provide "public notice" whenever a competitive solicitation is conducted. This "public notice" is intended to make potential bidders, third party aggregators, and other interested parties aware of the solicitation. As part of this "public notice" the University must "post all contract opportunities" in WEBS. Additionally whenever an addendum or substantive change to bidding requirements is created, the University must post the changed requirements in WEBS.

The WEBS posting contains two parts. The WEBS Solicitation Notification, which must contain:

1. The opening date for the solicitation in Ariba
2. The closing date for questions in Ariba
3. The date by which prospective bidders must have contacted the buyer requesting invitation to the solicitation
4. The closing date for the solicitation in Ariba
5. The allowable method(s) of response

6. The method and procedure for contacting a University of Washington buyer with questions

And the solicitation detail attachment to be embedded within the cover sheet template. The solicitation detail attachment contains information regarding:

1. Brief Project Description
2. Proposed Timeline
3. Project Scope
4. Prequalification/Mandatory Requirements

The solicitation detail attachment may contain as much or as little detail as is necessary, at the buyer's discretion, to adequately inform prospective vendors of the solicitation's scope and requirements.

Additionally, in the event that an addendum is created or changes to a competitive solicitation are made that require posting in WEBS, the following information must be included:

1. A brief description of the addendum or changes
2. The closing date for questions in Ariba (if it has not passed or has been extended)
3. The date by which prospective bidders must have contacted the buyer requesting invitation to the solicitation
4. The closing date for the solicitation in Ariba
5. The allowable method(s) of response