



EMPLOYEE BUSINESS UNIT

Bidding Process & General Bid Preparation

COURSE OVERVIEW

This training is intended for *potentially displaced classified employees* who want to form an Employee Business Unit (EBU). This training will walk you through the general bidding process and bid preparation.



DRIVERS

Legal drivers regarding training and the EBU process.



PROCESS

Seven step process for competitive contracting.



DEFINITIONS

Links to definitions applicable to the EBU process.



RESOURCES & CONTACTS

Resources and contacts to assist you with the EBU process.



LEGAL DRIVERS

Select each link to review:



RCW 41.06.142 (4)(c)

Purchasing services by
contract—Effect on employees
in the classified service—
Criteria to be met—Bidding—
Definitions



WAC 200-320

Competitive Contracting

DEFINITIONS

Select the link below for
general definitions related to
Competitive Contracting:

[WAC 200-320-010,](#)
Definitions



THE PROCESS



WAC 200-320

STEP 1

Preliminary
Steps to
Competitive
Contracting

STEP 2

Employee
Business
Units in the
Bid Process

STEP 3

Soliciting
Bids

STEP 4

The Bidding
Process

STEP 5

The
Complaint
Process

STEP 6

The Award
Process

STEP 7

Appealing
an Award

Preliminary Steps to Competitive Contacting

Select each WAC link to review:

[WAC 200-320-100](#)

Agency shall determine the existence of a competitive market.

[WAC 200-320-110](#)

Agency shall notify employee(s) of intent to solicit bids.

[WAC 200-320-115](#)

Employees wanting to use state resources other than those offered by an agency.

[WAC 200-320-120](#)

Agency response to a potentially displaced employee alternative.

Employee Business Unit in the Bid Process

Select each WAC link to review:

[WAC 200-320-200](#)

An employee business unit shall notify the agency of its formation.

[WAC 200-320-205](#)

Agency's response to an employee business unit resource plan.

[WAC 200-320-210](#)

Agency shall identify state standards.

[WAC 200-320-215](#)

An employee business unit's bid shall include all costs related to delivering the service.

[WAC 200-320-220](#)

An employee business unit shall designate a point of contact for the competitive contracting process.

[WAC 200-320-225](#)

Limits on performance of services not contained in a contract.

All Bid Opportunities Advertised in: Washington's Electronic Business Solution (WEBS)

Washington's lectronic Business Solution WEBS for Vendors

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

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Learn More About WEBS:


Youtube WEBS Training



access.wa.gov

Washington State Government

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Washington's Electronic Business Solution (WEBS)

Washington State Government • 11 videos • 253 views • Last updated on Jan 30, 2012

Informational videos on Washington's Electronic Business Solution (WEBS) for procurement (from the user perspective). For more information, or to use WEBS, visit <http://ga.wa.gov/Webs/index.html>.

▶ Play all < Share + Save

Soliciting Bids

Select each WAC link to review:

[WAC 200-320-300](#)

General Administration (Department of Enterprise Services) may establish formats.

[WAC 200-320-302](#)

Solicitation development.

[WAC 200-320-305](#)

Solicitation content.

[WAC 200-320-306](#)

Cost evaluation criteria.

[WAC 200-320-310](#)

Amendment of solicitation.

[WAC 200-320-320](#)

Public notice—Solicitations, amendments, and notices.

Note: Employees who have formed an EBU may have the opportunity to participate in a pre-bid conference. A pre-bid conference is where potential bidders get to ask questions about the solicitation.

The Bidding Process

Select each WAC link to review:

[WAC 200-320-400](#)

Receiving bids.

[WAC 200-320-405](#)

Bid information disclosure.

[WAC 200-320-410](#)

Bid evaluation.

Note: Prior to receiving bids, there is usually a question and answer period to identify and communicate questions or concerns.

The Complaint Process

Select each WAC link to review:

[WAC 200-320-500](#)

Who may file.

[WAC 200-320-502](#)

Time and place for filing complaints.

[WAC 200-320-505](#)

Form of complaints.

[WAC 200-320-510](#)

Grounds for filing a complaint.

[WAC 200-320-515](#)

Agency's response to complaints.

The Award Process

Select each WAC link to review:

[WAC 200-320-615](#)

Agency cost analysis. Also review [RCW 41.06.142\(1\)\(e\)](#)

[WAC 200-320-600](#)

Notice of intent to award.

[WAC 200-320-605](#)

Negotiations.

[WAC 200-320-610](#)

Award.

[WAC 200-320-615](#)

Cancellation of solicitation.

[WAC 200-320-620](#)

Notice of cancellation.

Appealing an Award

Select each WAC link to review, also review [RCW 41.06.142\(4\)\(d\)](#):

[WAC 200-320-700](#)

Time and place for filing appeal.

[WAC 200-320-710](#)

Who may file an appeal.

[WAC 200-320-715](#)

Form of an appeal.

[WAC 200-320-720](#)

Stay of award.

[WAC 200-320-725](#)

Transmission of an appeal.

[WAC 200-320-730](#)

Procedures for hearing.

[WAC 200-320-735](#)

Costs of hearing.

[WAC 200-320-740](#)

Burden of proof.

[WAC 200-320-745](#)

Decision of the administrative law judge.

RESOURCES & CONTACTS

Resource Links:

- [Washington State Competitive Contracting Manual](#)
- [Basic Guide to Competitive Contracting Brochure](#)
- [Competitive Contracting](#)

Contacts:

DES Contracts Resource Center
contractingandpurchasing@des.wa.gov (360)
407-2210

WAC & RCW Links:

- [RCW 41.06.142 \(4\)\(c\), Purchasing services by contract-Effect on employees in the classified service-Criteria to be met-Bidding-Definitions](#)
- [WAC 200-320, Competitive Contracting](#)
- [WAC 200-320-010, Definitions](#)

OFM Labor Relations
Labor.relations@ofm.wa.gov
[360-407-4150](tel:360-407-4150)