**DOING BUSINESS WITH THE STATE OF WASHINGTON**

1. **WASHINGTON ELECTRONIC BUSINESS SOLUTION (WEBS)**

Notification of amendments and results of the solicitation will only be provided to those Bidders who have registered with WEBS and have downloaded the RFP from WEBS. Bidders accept full responsibility and liability for failing to receive any amendments resulting from their failure to register with WEBS and download the RFP from WEBS, and hold the State of Washington harmless from all claims of injury or loss resulting from such failure. Bidders are solely responsible for:

* Properly registering with the Department of Enterprise Services WEBS at: <https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>
* Maintaining an accurate Bidder profile in WEBS
* Downloading the solicitation consisting of the RFP with all attachments, appendices, and all current and subsequent amendments to the solicitation

1. **STATEWIDE VENDOR NUMBER REGISTRATION AND PAYMENT**

Proposers awarded contracts as a result of this RFP will be required to register as a Statewide Vendor (SWV). The SWV file is a central vendor file maintained by the Office of Financial Management (OFM) for use by Washington State agencies in processing vendor payments. This allows RFP vendors to receive payments from all participating state agencies by direct deposit, the State's preferred method of payment. The Apparent Successful Proposer is required to register as a Statewide Vendor; however, participation in direct deposit is optional. To obtain registration materials please visit: <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

1. **DEPARTMENT OF REVENUE AND TAXES**

In accordance with the registration requirements of the Washington State Department of Revenue (https://dor.wa.gov/doing-business/register-my-business), the successful Proposer shall complete the required business application. Furthermore, the successful Proposer shall be responsible for payment of all taxes due on payments made under this Contract.

1. **OFFICE OF THE SECRETARY OF STATE**

In accordance with the registration requirements of Washington’s Office of the Secretary of State and [RCW 23.95, Article 5](https://app.leg.wa.gov/RCW/default.aspx?cite=23.95&full=true#23.95.500), the successful Proposer shall complete the required [Foreign Registration Statement](https://www.sos.wa.gov/_assets/corps/11.2019---foreign-registration-statement.pdf) if the certain requirements for registration are met.

1. **MINORITY- AND WOMEN-OWNED BUSINESS, VETERANS AND SMALL BUSINESS PARTICIPATION**

In accordance with the legislative findings and policies set forth in [RCW 39.19](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19&full=true), the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. Proposers may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

In accordance with the intent of [RCW 39.26.005](https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26.005), the state encourages agency purchases of goods and services from state small businesses. State small business, mini-business, and micro-business are defined in [RCW 39.26.010 (22), (17), and (16)](https://apps.leg.wa.gov/rcw/default.aspx?cite=39.26.010) respectively.

In accordance with RCW 43.60A.200, the state encourages participation in all of its procurement contracts from firms certified by the Washington State Department of Veterans Affairs (DVA). For information on these certified firms, proposers may contact the DVA at: <http://www.dva.wa.gov/BusinessRegistry/>.

While participation in these programs is encouraged, no minimum level of participation will be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Include proof of certification issued if a certified minority- and/or women-owned firm(s) will be participating on this project. No preference will be included in the evaluation of proposals, no minimum level of participation shall be required, as a condition for receiving an award and Proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

1. **ENVIRONMENTAL GOALS**

In support of the state’s environmental goals, although not an award factor (unless otherwise specified herein), bidders are encouraged to consider the following in responding to this RFP:

* Use of environmentally preferable goods and services, including post-consumer waste and recycled content.
* Products made or grown in Washington.