

**NOTICE OF BID OPPORTUNITY POSTED ON
Department of Enterprise Services
Communications Training Solutions No.21-0003**

Competitive Solicitation Posting: June 9, 2021

Deadline for submitting Bids: July 23, 2021

Find the full solicitation on the [Washington Electronic Business Solution \(WEBS\)](#). If you are not registered in WEBS you will not receive any updates or amendments regarding this solicitation, which will disadvantage your bid.

Pre-Bid Conference: June 23, 2021 at 10:00 AM PST.

Join via Zoom: <https://des-wa.zoom.us/j/96974763727?pwd=ais5QmI2SmITUTNpZE5rejVhQ0NkUT09>

Join via phone: 888 788 0099 US Toll-free **Meeting ID: 969 7476 3727 Password: 316834**

Project Location: Statewide, primarily Olympia, WA

Project Description: The Washington State Department of Enterprise Services (Enterprise Services) is issuing this Competitive Solicitation pursuant to RCW chapter 39.26. Pursuant to this Competitive Solicitation, Enterprise Services intends to conduct a competitive procurement to award an Agency Contract for Enterprise Services to procure professional services for Communications, virtual and in-person instructor-led training ("Communications Training Solutions"). This Competitive Solicitation is designed to result in multiple Contract awards, by subcategory, as follows:

- Crucial Conversations (courses trademarked through Vital Smarts): Up to five (5) Contract awards;
- Interpersonal Communication: Up to ten (10) Contract awards;
- Written Communication: Up to ten (10) Contract awards; and
- General "other" Communications Courses: Up to fifteen (15) Contract awards.

Commodity Codes: 924-05-Advisory Services, Educational, 918-38-Education and Training Consulting, 924-35-In-Service Training (For Employees), 924-41-Instructor-led, Classroom Training (Non-Technical), 924-40-Instructor-led, Classroom Training (Technical), 924-42-Instructors, Classes for the Public, 952-90-Training and Instruction (For Clients, Not Staff), 920-91-Training, Computer Based (Software Supported), 924-80-Tutoring

Inclusion plan: None

Preference/priority points: Washington Small and Veteran business.

Deadline for questions: July 15th: All questions or concerns regarding this solicitation must be submitted in writing to the Procurement Coordinator by July 15, 2021. The Procurement Coordinator is Gregg Patterson at descprmintrnal@des.wa.gov.

Solicitation Documents Available: Contract Documents, contacts and Bid instructions are available in WEBS <https://pr-webs-vendor.des.wa.gov/>

Upcoming solicitations for training

Leadership Development (#21-0004)
Human Resource Development (#21-0005)
Diversity, Equity, & Inclusion* (#21-0006)
Personal & Professional Skill Development (#21-0007)
Facilitation & Presentation Skills (#21-0008)
IT/Technology (#21-0009)
Risk Management (#21-0010)

For more information on upcoming solicitations: [Workforce Learning & Performance Planned Procurements](#)