

**Help minority- and women-owned businesses find your bidding opportunities.**

Post your project notices, RFPs, and RFQs on the OMWBE website.

**Step 1:** Visit the [Bids & Contracting Opportunities](#) page.

**Step 2:** Use the “Create Bid Post” button.

Create Bid Post

**Step 3:** Fill out each of the required fields including –

- **Bid Title** A title referencing the project and organization/location.
- **Description** A paragraph or two describing the project.
- **Publish Date** The date you want the opportunity to appear on our website
- **Closing Date** The final deadline for businesses to submit bids by.
- **Organization** The organization managing the project.
- **Point of Contact** Email address of the point of contact.

**Step 4:** Upload any necessary documents as attachments.

**Step 5:** Select industry, if possible.

**Step 6:** Save to submit your bid post for review.

Our team will review your submission prior to publishing. We will contact you if we have any questions. If you need to update your bid post, please email [omwbewebadmin@omwbe.wa.gov](mailto:omwbewebadmin@omwbe.wa.gov).

**Please let us know if you have any trouble navigating this new process.**

We are available to do a walkthrough over Zoom if that is helpful.

## Good Luck With Your Outreach!