



# Seattle

## City of Seattle Technical Assistance Services (TAS)

The Various Types of Contracting Vehicles

---

# Resources for Businesses Impacted by COVID-19

---

- Washington State's Coronavirus Response Information for Businesses & Workers: [www.coronavirus.wa.gov](http://www.coronavirus.wa.gov)
- Washington State Small Business Guidance: [www.business.wa.gov](http://www.business.wa.gov)
- United States Small Business Administration: [www.sba.gov](http://www.sba.gov)

# Topics of Discussion

- City of Seattle Types of Purchasing Vehicles
- City of Seattle Purchasing Panel of Advisors
- How to Read and Respond to RFP, RFI & RFQ (i.e. RFXs)?
  - Questions & Answers

# “City of Seattle Types of Purchasing Vehicles”

Purchasing, Consulting, & Public Works  
Review of Contracting Vehicles

# Doing business with the city

---

## Purchasing + Contracting

A division of finance and Administrative services , handles most of the city's procurement and contracting.

## Consulting

Awarded from any department governed by standards issued from Purchasing and contracting.

## Public Works

Responsible for construction contracts bidding, most commonly design bid build.

# Contracting

---

- Blanket Contracts
- Request for Proposals
- Sealed Bids
- Sole Source
- Direct Voucher
- Informal Quote
- Emergency Purchase
- Design-Bid-Build (DBB)
- Job Order Contracting (JOC)

# Contracting

---

Blanket Contracts	Competitive solicitation for repetitive purchases of products and services that exceed \$54,000 in a calendar year
Sealed Bid	Competitive solicitation for large or repetitive purchases above \$54,000. Awarded to lowest bid with ability to preform scope.
Request for Proposal	Competitive solicitation for large or repetitive purchases above \$54,000. Awarded to highest scoring.
Sole Source	Competitive bid from candidate pool, Purchase of narrowly specified goods or services from one company. Long term contract.
Direct Voucher	Non-competitive, direct to supplier/vendor for purchase of goods and and services not covered in blanket contract, under \$7,000.

# Contracting

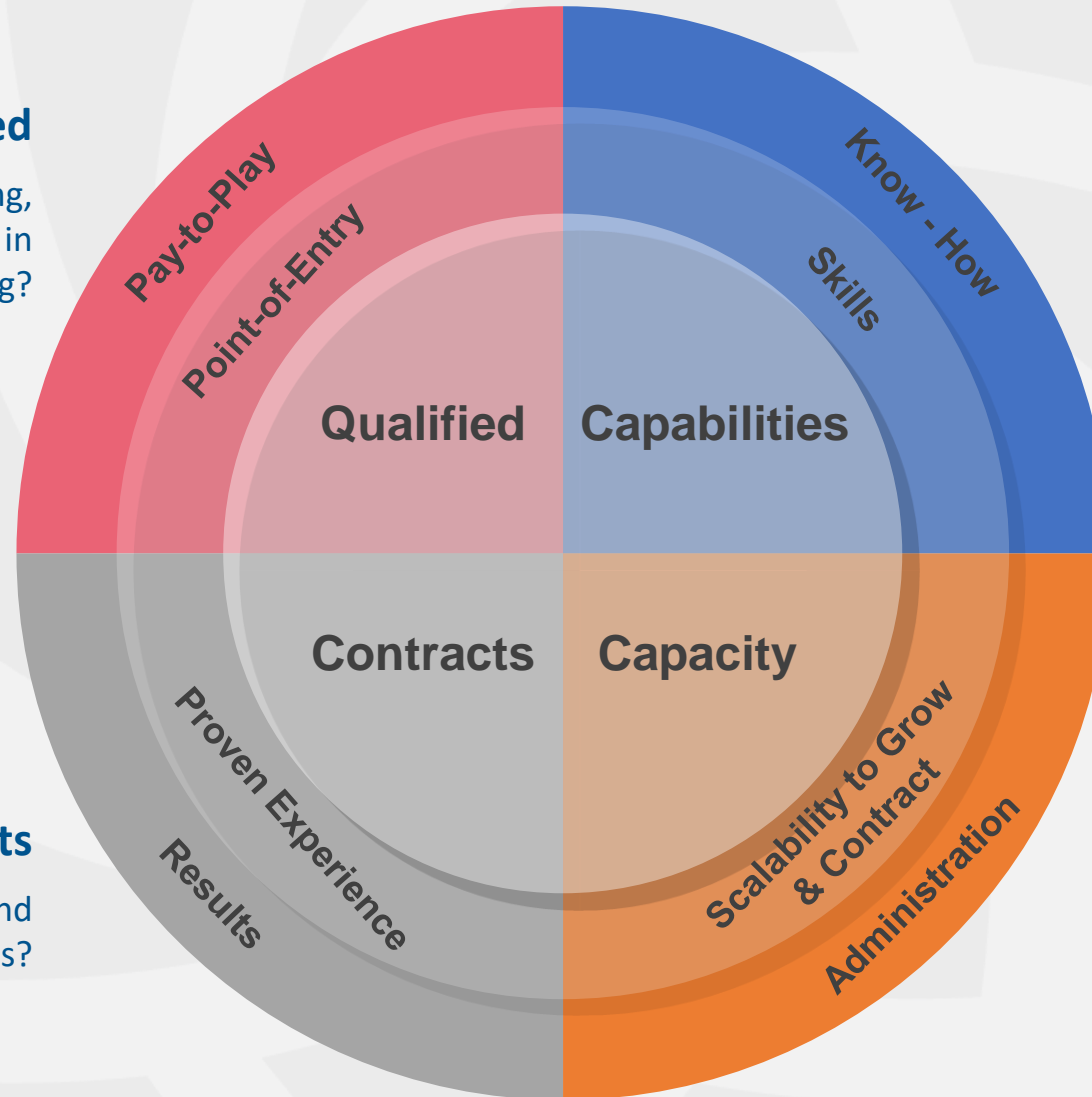
Informal Quote	For purchases not covered by blanket contract under \$54,000 annual spend. Chosen from lowest of at least 3 quotes.
Emergency Purchase	Immediate acquisition to directly resolve threat to public safety health and welfare. Selected from three quotes if time allows.
RFOTP	Request for One-time Purchase of product /service at best value above \$54,000
Design-Bid-Build	Competitive solicitation of city designed project, posted for public bid. Lowest responsive bidder selected.
Job Order Contract	Competitive solicitation of city designed project, posted for public bid for JOC prime. Projects under \$350,000.



# Competency = C<sup>3</sup> + Q

**Qualified**  
Do you have the necessary Licensing, Bonding, Insurance to participate in City of Seattle contracting?

**Capable**  
Do you have the skills, product, and service knowledge know-how/expertise?



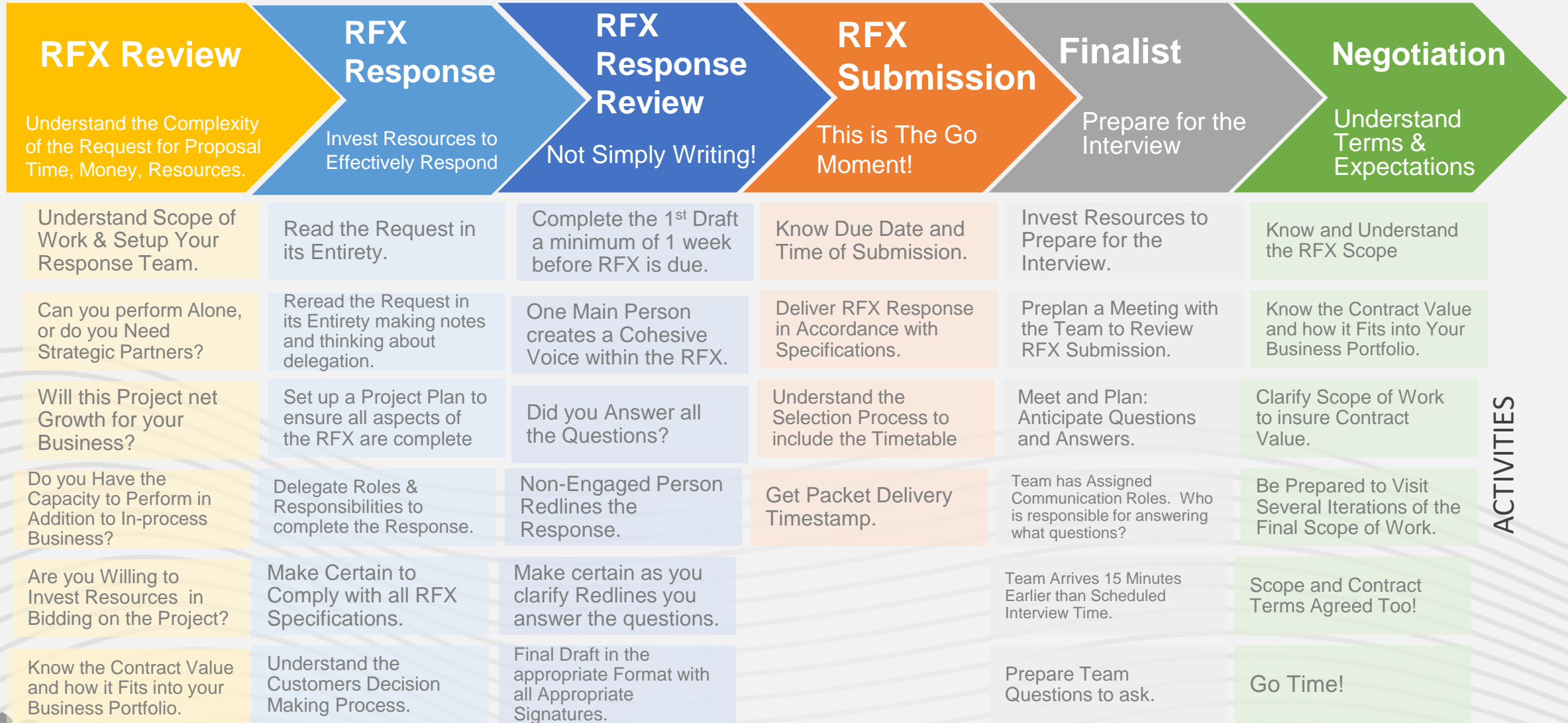
**Capacity**  
Do you have the resources to perform all required tasks soup-to-nuts?

**Contracts**  
Where have you done the work and what were the results?

# “How to Read and Respond to an RFX?”

## Effectively Respond to City RFXs

# How to Effectively Respond to an RFX



ACTIVITIES



*“City of Seattle Purchasing Panel of Advisors”*  
Purchasing, Consulting, & Public Works Subject Matter Experts

# Meet the Contracting Subject Matter Experts

---

**Steven Larson**

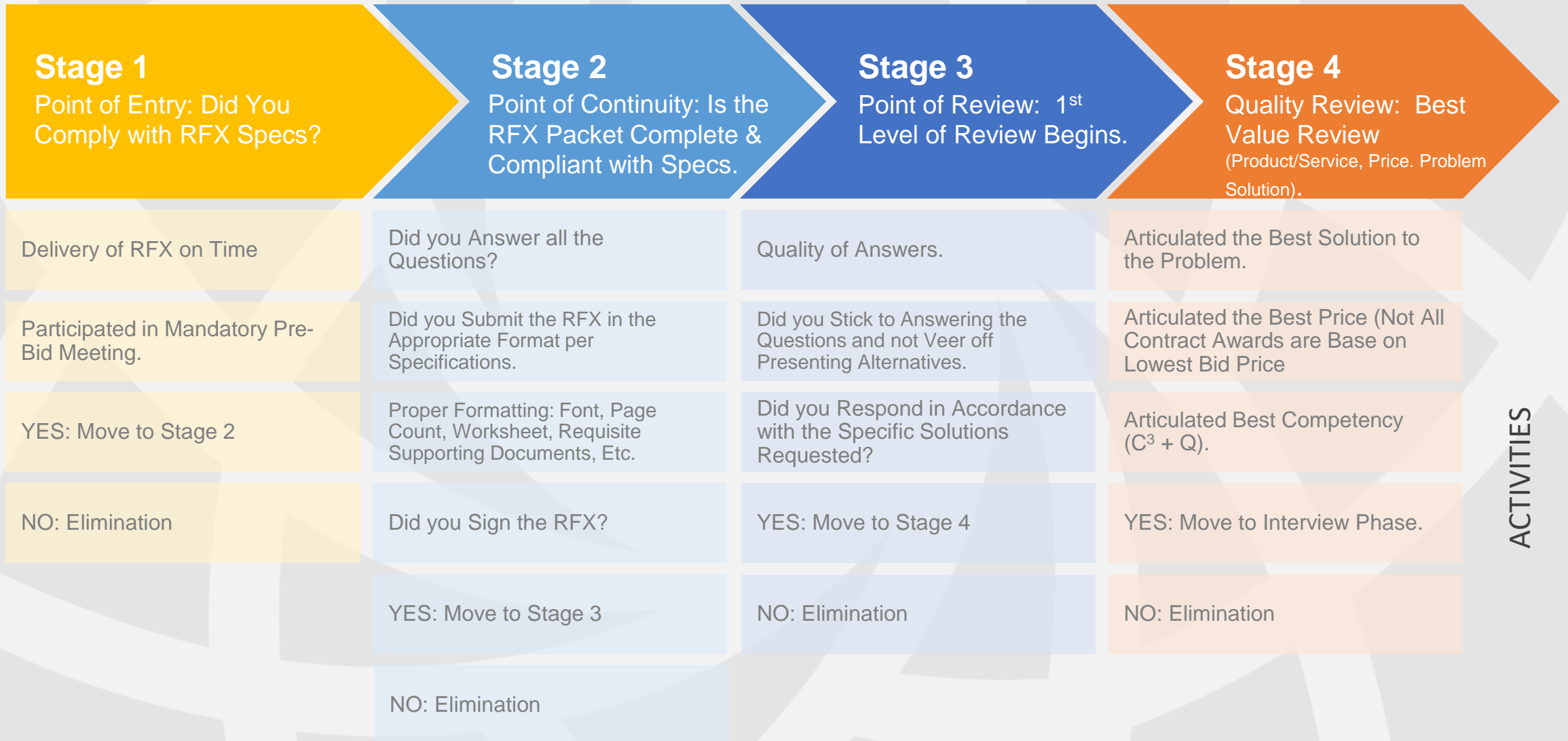
**Department of Finance and Administrative Services  
Consultant Program Administrator**

**Sal Munoz**

**Department of Finance and Administrative Services  
Buyer, Purchasing and Contracting**

# "Process Review"

# RFX Review Process



ACTIVITIES



# "Questions and Answers"



# Opportunity

---

WSDOT's DBE Support Services program is available for DBEs certified in the highway construction industry, including construction companies, consultants, suppliers, and manufacturers. The Office of Equal Opportunity provides all support services at no cost for eligible Disadvantaged Business Enterprises.

Contact Diane Gard, DBE Support Services Coordinator

[GardD@wsdot.wa.gov](mailto:GardD@wsdot.wa.gov)

360.522.0851.

For More Information About the TAS Program Please Contact

Zavere Weeks

[zweeks@nwmmmsdc.org](mailto:zweeks@nwmmmsdc.org)

(253)243-6964



# Seattle

## City of Seattle Technical Assistance Services (TAS)

The Various Types of Contracting Vehicles

---