



2023 Guide to Doing Business with Washington County Health and Human Services

Overview

Would you like to partner with us at Washington County? You do? Great! Here is how you can get started:

- Review this document to understand our process, policies, and procedures.
- Ensure you review your responsibility as a supplier in the section below.
- To streamline the process, prepare for a potential contract by having the following information available:
 - **W-9 form** (2018 version; <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - **Certificate of insurance and additional insured endorsement** (Please contact your insurance agent for additional insured endorsement if not already included with certificate of insurance.)
The following policy amounts are typically required for most contracts:
 - Commercial general liability insurance – \$1 million each occurrence (EO)/\$2 million aggregate (AG)
 - Automobile liability insurance – \$1 million
 - Professional liability insurance – \$1 million EO/ \$2 million AG
 - Workers' compensation insurance – \$500,000
 - Other insurance will vary depending on the scope of work and there may be avenues for adjustments to facilitate contracting with organizations that meet the criteria. Please discuss further with Washington County representative.

Doing business with Washington County

The following information is intended to help organizations take advantage of opportunities available with Washington County. Washington County government is one of the area's largest purchasers of goods and services. Most of these purchases are made by individual departments and divisions within the County. If you have questions for the Procurement staff, please reach them at:

Telephone – 503-846-8737

Fax – 503-846-8329

Email – wcpurchasing@washingtoncountyor.gov

County solicitations are available on the OpenGov Washington County portal at:

<https://secure.procurenow.com/portal/washington-county-or>

A current listing of most solicitation announcements is also posted to the following Oregon Buys website: <https://oregonbuys.gov/bs/>



Washington County is actively seeking COBID partners!

If you have never worked with a government agency before, the contracts can seem overwhelming. At Washington County we understand, and we want to make sure you have the resources available to you to feel confident in applying for County contract opportunities.

One avenue a small business may choose to pursue is to become COBID certified. COBID is Oregon's Certification Office for Business Inclusion and Diversity. There are four main certifications available to businesses and you may hold more than one certification at a time.

- Emerging Small Business (ESB)
- Minority/Women Business Enterprise (M/WBE)
- Service-Disabled Veteran (SDV)
- Disadvantaged Business Enterprise (DBE and ACDBE)

Each one has their own criteria that need to be met. The certification process can take up to 1.5 hours if the applicant is prepared with all the appropriate documents at the time of application. COBID certification is an additional path to allow underserved organizations overcome barriers in public contracting opportunities.

Washington County is invested in advancing equity but also understands not all organizations are eligible for COBID certification. Organizations may contract with and have a path to work with Washington County, even if they are not eligible for COBID certification.

Washington County's Procurement Department recommends the below list of websites and resources to learn more about COBID certification:

These resources not only provide certification assistance, but they also provide help in responding to government contracts and additional small business assistance.

- The State of Oregon COBID official site
Website: <https://www.oregon.gov/biz/programs/COBID/Pages/default.aspx>
The complete breakdown of the eligibility requirements and all necessary application information
- Oregon Procurement Technical Assistance Center
Website: <https://www.gcap.org>
Free service for vendors to help them get certified, provides bid-matching services, and small business assistance
- Oregon Association of Minority Entrepreneurs
Website: <https://oame.org/mwesb-and-sdvbe-certification/>
A variety of services and information to help all minority entrepreneurs grow their business
- Oregon Revised Statute:
Website: https://www.oregonlegislature.gov/bills_laws/ors/ors200.html
While most people do not enjoy reading government legislation, it's helpful for any first-time business owner to become familiar with the laws that regulate government procurement as they pertain to COBID and affirmative action.



Procurement division policies

The Procurement Division's goal is to obtain maximum value for each tax dollar spent. We subscribe to the following policies:

- Washington County contracts are based upon fair and open competitive bidding methods.
- Contracts for goods and simple services are awarded to the responsible bidder submitting the most responsive bid at the best price.
- Purchases are made in strict compliance with all applicable laws and rules.
- Procurement Division staff members do not accept personal gifts from suppliers, nor do they conduct Procurement transactions for personal benefit.

Solicitations

Informal Quote Solicitations

Informal quote solicitations may be obtained by e-mail, fax, or the OpenGov website. Purchases made in this manner are for goods or services valued under the current expenditure authority. The County obtains quotes from at least three suppliers for each purchase.

Formal Bid or Proposal Solicitations

When is it used?

- Formal solicitation procedures apply to all purchases of materials, supplies, personal/ professional and trade services, and equipment that will exceed \$150,000. Invitation to Bid (ITB) and Request for Proposal (RFP) specifications and requirements are prepared jointly by Purchasing and the user departments. The ITB process is generally used for purchases where the specification and requirements can be clearly and completely defined. Award will be based on cost, delivery, and ability to meet the specifications. The RFP process is typically utilized when seeking personal/professional services or when the specifications cannot be clearly defined. Award will be based on a variety of evaluation factors, as listed in the respective RFP document.

Where can I find it?

- A notice is placed in the Portland Tribune legal notice section, and the ITB or RFP is posted on the ProcureNow website. Before submitting a response, be sure to check the website for any addendums to the solicitation and submit before the deadline.

How will the information be received?

- Sealed bids are opened electronically and read publicly via the internet. Suppliers, while not required, are invited to electronically join the bid openings. RFP responses are opened and reviewed by Purchasing. Then sent to committee for evaluation. ITB results and RFP respondents are posted to the ProcureNow website.



Your responsibility as a supplier

- Check the OpenGov Washington County portal at <https://procurement.opengov.com/portal/washington-county-or> frequently for any new solicitations.
- Carefully read the complete solicitation project ITB or RFP specifications packet. When you upload your files, be sure to include everything that is required in the response packet and completely answer any situations. For example, if descriptive literature or bid security is required, be sure to submit them with your response packet.
- Prior to submitting a response to the ITB or RFP, check OpenGov for any addenda.
- Upload your response packet files sufficiently in advance of the closing time and date posed on OpenGov. Late responses will not be considered.

If you are awarded a contract, be certain that you comply with all contract requirements. Suppliers who repeatedly breach public contracts may be disqualified from bidding on future County contracts. Be sure to provide Washington County with a current W-9 for our files.

Note to all Potential Bidders to County Procurement Solicitations:

- Bids will only be accepted via OpenGov unless otherwise stated in the solicitation document. Vendors and contractors are solely responsible for their own online account security on OpenGov.
- All submission dates and times are based on OpenGov audit log entries; therefore, it is strongly recommended for all contractors and vendors to submit their bids as early as possible. Late submissions will not be accepted unless otherwise stated in the solicitation document.
- Washington County's privacy policy extends to the County government websites only. If you access a third-party organization's website through this or any other Washington County website, you should read that organization's privacy policy to determine its website practices. While we are diligent in our review of external sites before linking to them, we do not exercise controls over the sites and their content. These other sites may place their own cookies or other files on your computer, collect data, or solicit personal information from you.

REGISTERING FOR SAM.GOV UNIQUE ENTITY IDENTIFIER

All federal grant award recipients are required to have a Unique Entity ID. Registering with SAM.gov increases the possible options for an organization to be awarded federally funded contract opportunities.

As of April 4, 2022, SAM.gov has moved from using a DUNS number to a Unique Entity ID generated by SAM.gov. To register for a Unique Entity ID please navigate to SAM.gov and click the "Get Started" button on the right side. For more information about this change please visit the SAM.gov DUNS to UEID website at: <https://sam.gov/content/duns-uei>.

