



# King County

SMALL CONTRACTORS & SUPPLIERS  
(SCS) Certification

FAST TRACK

# Partnering for Prosperity



# King County

King County and the Office of Minority and Women's Business Enterprises (OMWBE) have partnered to increase contracting opportunities for businesses certified by the OMWBE.

As a result of this partnership, OMWBE small businesses automatically qualify for certification by King County as a Small Contractor and Supplier (SCS).

## **OMWBE Certifications eligible for Fast-Track SCS Certification:**

- Minority Business Enterprise (MBE)
- Women's Business Enterprise (WBE)
- Minority Women's Business Enterprise (MWBE)
- Combined Business Enterprise (CBE)
- Socially and Economically Disadvantaged Enterprise (SEDBE)



# Small Business & Supplier Certification Process

## Standard Application

- Apply on-line: <https://kingcounty.diversitycompliance.com/>
- Complete company profile
- Provide Proof of income (Upload)
  - CPA Affidavit documenting net work and business size or
  - Personal Net Worth Statement + 3 Year of Tax Returns and Schedules

## Fast-Track Application

- No application required
- Send an email to [scscertification@kingcounty.gov](mailto:scscertification@kingcounty.gov) requesting fast-track SCS certification

# SCS Certification Requirements

- ✓ Be a For-Profit Small Business and licensed to do business in Washington State
- ✓ Meet the U.S. Small Business Administration (SBA) size standards for small businesses, and do not exceed an overall business size limit of \$26.29 million in gross receipts over a three-year average.
- ✓ Personal net worth of majority owner(s) must be less than \$1.32M (excluding primary residence and equity in the business)

**Visit our website for more information:**

**[www.kingcounty.gov/BDCC](http://www.kingcounty.gov/BDCC)**

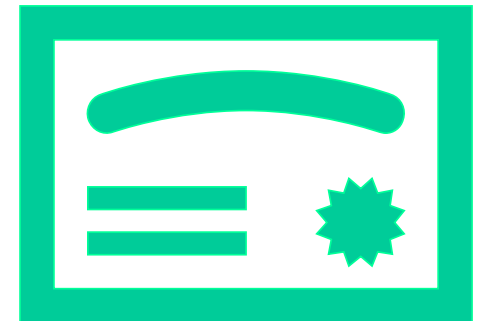
SCS certification is recognized by:





**King County**

Why should I certify  
my business?



# Contracting Opportunities Program

## Small Contractor & Supplier Certification

### Goods and Services

#### Contracting Incentives for King County Funded Good & Services Contracts:

- ✓ Purchases between \$10,000 and \$50,000: Requires quotes from three companies with at least one quote from an SCS firm.
- ✓ Purchases \$50,000+: A Fair Market Range Percentage Incentive is used to provide opportunities for small businesses to be competitive on low bid procurements.
- ✓ SCS Accelerator – set aside program for consulting services procurements.

# Contracting Opportunities Program

## Small Contractor & Supplier Certification

### Architecture / Engineering / Professional Consulting

#### Contracting Incentives for King County Funded Contracts:

- ✓ Evaluation points awarded to SCS prime consultants
- ✓ Evaluation points awarded to prime consultants for teaming with certified firms and committing to meeting a percentage goal.
- ✓ A/E/P Roster—requirements for soliciting qualifications from SCS firms. Project size limit of \$500K. No limit on the number of roster projects awarded to SCS firms.

#### **A/E/P ROSTER- 2021**

17 of 19 roster contracts awarded to SCS small businesses (\$4.9 million)

# Contracting Opportunities Program

## Small Contractor & Supplier Certification

### Construction

#### Contracting Incentives for King County Funded Contracts:

- ✓ Percentage of the contract dollar amount required to go to SCS firms on King County funded, publicly advertised construction projects.
- ✓ SCS goals for Job Order Contract (JOC) - At least 90% of the work contained in a job order contract must be subcontracted. Small projects are executed via work orders and are suitable for many SCS certified contractors.







# Do business with King County

**MAXIMIZE**

**your  
opportunities**

**CERTIFY**  
your small firm

**REGISTER**  
as a vendor

# E-Procurement

## Supplier Portal Registration

**King County**

1 — 2 — 3 — 4 — 5 — 6 — 7  
Company Details — Contacts — Addresses — Business Classifications — NAICS Codes — Rosters and Certifications — Review

Register Supplier: Company Details ?

Please complete all required fields. Select "Next" or "Save for Later" after entering your contact information.

\* Supplier/Company Name  \* Tax Country

\* Tax Organization Type  Taxpayer ID

Supplier Type

Corporate Web Site

\* Required: attach a completed King County Substitute W-9. Find the link in the help bubble. None +

Additional Information

\* W-9 Attachment Date  UBI Number  WA State Contractor License

Your Contact Information

Enter the contact information for this registration. This contact will be assigned as the default Admin and Bidder for the Supplier.

\* First Name

\* Last Name

\* Email

\* Confirm Email

Buttons: Back, Next, Save for Later, Register, Cancel

All active solicitations will be conducted on the E-Procurement portal.

Register your firm to gain access to the portal to participate in solicitations.

- Only 1 company profile allowed; add multiple contacts.
- Opt-in to the Consultant Roster
- Required: Complete & upload the **W-9 Taxpayer Identification (IRS W9)** form.
- Complete all the required fields (\*) & train stops.
- **Select all NAICS Codes** that apply to your company to ensure you receive invitations to solicitations.

# E-Procurement

## Solicitation Abstract Page

King County

Solicitation Abstracts

Welcome to King County E-Procurement Portal

This page displays solicitations for King County. Clicking on the "Details" of a solicitation below will display a summary of the solicitation.

Suppliers must register with King County as an *E-Procurement Supplier* to gain full access in the supplier portal to download attachments and submit a response to any solicitation. Information on registering with King County as an E-Procurement Supplier, as well as resources to assist with navigating the supplier portal, can be found by following the link below:

<https://kingcounty.gov/procurement/registration>

After registration, the link to the E-Procurement Sign-in page is below:

<https://kingcounty.gov/procurement/supplierportal>

Information such as a list of suppliers that have expressed interest in solicitations, suppliers that have attended pre-bid or pre-proposal meetings, or submittals received by King County on past procurements can be found on the Solicitation Resources Page:

<https://kingcounty.gov/depts/finance-business-operations/procurement/for-business/solicitation-resources.aspx>

Search

Solicitation	Title	Solicitation Type	Status	Posting Date	Open Date	Close Date	Details
KC000021,3	Engineering Services for Cedar Hills Regional Landfill Area 9	A&E Solicitation	Active	1/19/21 02:52:0...	12/18/20 01:26:...	1/21/21 12:00:5...	
KC000073	RFP EcoConsumer Outreach and Waste Prevention Program	G&S Solicitation	Active	1/15/21 05:20:1...	1/15/21 05:20:1...	2/9/21 02:00:59...	

- View publicly advertised solicitations on the **Solicitation Abstract** page and create a response by logging in through portal.
- High-level details on the solicitation provided:
  - ✓ Solicitation Number
  - ✓ Title
  - ✓ Type
  - ✓ Status
  - ✓ Posting, Open & Close Dates
  - ✓ Details page

Abstract: G&S Solicitation KC000073

Title: RFP EcoConsumer Outreach and Waste Prevention Program

Solicitation Type: G&S Solicitation

Status: Active

Buyer: Michelle Poste

Email: Michelle.Poste@kingcounty.gov

Synopsis: To assist King County Solid Waste Division (SWD) in developing and operating its EcoConsumer Outreach and Waste Prevention Program (EcoConsumer)

Open Date: 1/15/21 05:20:11 PM

Close Date: 2/9/21 02:00:59 PM

Posting Date: 1/18/21

Additional Information

Pre-Bid/Proposal Conference Date: //

Second Pre-Bid/Proposal Conference Date: //

Pre-Bid/Proposal Location: No Pre-Proposal conference //

Last Date for Questions: 2/2/21 05:00:00 PM //

Bid Opening Location: N/A //

Small Business Requirements Apply?: No //

Department: //

Division: //

OK

# E-Procurement

## Resources for Registration and Bidding

Finance & Business Operations  
**Procurement & Payables**

For Business

- Vaccination Mandate for Contractors
- Do Business with King County
- Contracting Opportunities
- Solicitation Resources
- Upcoming Capital Projects
- Harborview Medical Center - Maleng Building
- Register as a Supplier**
- Sustainable Purchasing
- Training & Events

Home » Finance & Business Operations » Procurement & Payables » For Business » Register as a Supplier

### Register as a Supplier



**Register Now**  
King County's new E-Procurement Supplier Portal is now live!

**Quick Links**

- [Sign in to Supplier Portal](#)
- [View current solicitations](#)
- [Holders Lists, Attendees Lists, and Submittals](#)
- [Supplier training and events](#)
- [Certify my small business](#)

**Questions?**

- [Contact Us](#)

[Register Now](#) [Sign In](#) [Password Reset Instructions](#)

### E-Procurement Supplier Portal Resources

To support your learning of the E-Procurement Supplier Portal, we offer these resources.

- [Supplier Registration - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Profile Maintenance - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Solicitation - User Guide PDF](#)
  - [Respond to a Solicitation - Video Tutorial](#)
  - [Acknowledge Addendum - Video Tutorial](#)
  - [Revise & Resubmit a Solicitation Response - Video Tutorial](#)
  - [View Solicitation Response History - Video Tutorial](#)
  - [Delete Solicitation Response - Video Tutorial](#)
- [Supplier Questionnaire - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Reset Password - User Guide PDF](#) | [Video Tutorial](#)
- [Identifying NAICS Codes - User Guide PDF](#) | [Video Tutorial](#)

Training and Resources are available through King County Procurement:

[www.kingcounty.gov/procurement](http://www.kingcounty.gov/procurement)

Vendor Orientations offered throughout the year:

- Goods and Services
- Architecture and Engineering
- Construction

# Increase Visibility

## Using NAICS Codes

For many public procurements, buyers or prime contractors use the OMWBE and King County SCS directories to find potential vendors or teaming partners.

Both OMWBE and King County uses the North American Industry Classification System (NAICS) to Categorize Businesses.

- ✓ Find your NAICS Code at **NAICS.com**
- ✓ Include all related NAICS codes to be included in more searches
- ✓ King County procurement system use NAICS codes to send notifications or invite vendors to propose



# Increase Visibility

## Using Keywords (SCS and OMWBE Directories)

- ✓ Keywords help narrow a search to the most qualified firms and they can also stir interest from a prospective client.
- ✓ Compelling company descriptions with clear and descriptive keywords will help your chances to be asked to bid or team
- ✓ Choose the right words; don't be too wordy
- ✓ Look at previous solicitations to find commonly used keywords
- ✓ Look at other company descriptions in the SCS or OMWBE directories



# KING COUNTY, WA

## LEARN MORE

Come to our free orientation:

<https://kingcounty.gov/depts/finance-business-operations/procurement/for-business/training.aspx>

## CONTACT US

[Kingcounty.gov/BDCC](https://kingcounty.gov/BDCC)

[SCScertification@kingcounty.gov](mailto:SCScertification@kingcounty.gov)

[Procurement.web@kingcounty.gov](mailto:Procurement.web@kingcounty.gov)

Shoreline

Bellevue  
Seattle

Renton

Snoqualmie

Maple Valley

Kittitas County

Auburn