

# **CONTRACTING WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**



The Washington State Department of Transportation (WSDOT) works extensively with numerous partners in the private sector to build improve and maintain the State's transportation infrastructure.

Vendors interested in doing business with the State of Washington should visit <http://www.wsdot.wa.gov/business/>, which contains a range of useful information and links for contractors, consultants, vendors and all who are interested in doing business with WSDOT.

## **ADMINISTRATIVE AND INFORMATION TECHNOLOGY CONTRACTS**

The Administrative Contracts Office (ACO) has delegated authority to procure, develop, negotiate and manage contracts for Professional Services and Information Technology goods and/or services. The types of contracts managed by ACO are,

- Professional Services (Including training and special studies)
- Information technology hardware, software, licensing, and services
- Interagency agreements, payable, reimbursable and revenue generating
- Network Services (i.e., Ethernet VOIP, data and voice infrastructure, etc.)
- Tolling Operations
- Memorandum of Understanding (MOU)
- Data Sharing
- Professional Services (Including training and special studies)

Contact the ACO at the address below.

**WSDOT Administrative Contracts Office**  
PO Box 47408, Olympia, WA 98504 – 7408  
(360) 705 – 7555 • Fax (360) 704 – 6381  
[AdminContracts@wsdot.wa.gov](mailto:AdminContracts@wsdot.wa.gov)

### **For Current and Future ACO Procurement Opportunities**

Go to <http://des.wa.gov/services/contracting-purchasing/doing-business-state/bid-opportunities> for a list of current procurements.

### **To REGISTER With WASHINGTON ELECTRONIC BUSINESS SOLUTION (WEBS)**

This free online service enables Vendors to register with the state of Washington for bidding opportunities with State government organizations. The Washington State Department of Enterprise Services (DES) hosts this site. To register as a Vendor in WEBS, contact DES at <http://des.wa.gov/services/ContractingPurchasing/Business/Pages/default.aspx>.

For assistance, email DES directly at [webcustomerservice@des.wa.gov](mailto:webcustomerservice@des.wa.gov) or call (360) 902-7400.

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## **ARCHITECTURE AND ENGINEERING AGREEMENTS**

The Consultant Services Office (CSO) manages the Department's statewide consultant program. The CSO can be contacted at the address below.

### **Department of Transportation**

Consultant Services Office

PO Box 47323

Olympia, WA 98504 – 7323

[WSDOTCSO@WSDOT.WA.GOV](mailto:WSDOTCSO@WSDOT.WA.GOV)

Staff Contact Info can be found at the following link:

<http://www.wsdot.wa.gov/Business/Consulting/>

Current CSO Procurements can be viewed at:

<http://www.wsdot.wa.gov/Business/Consulting/Ads/Default.htm>

WSDOT enters into agreements with Architectural and Engineering (A&E) firms to assist the State in various aspects of preparing for and designing Highway construction projects. Contracting with A&E firms is provided through the CSO and is authorized under State and Federal regulations that require selection of the best qualified firm for each type of work (On-Call), or for each specific project.

The process that accomplishes this is the advertising for "Requests for Qualifications" (RFQ). When opportunities for contracting exist, RFQ's are published online through the Department of Enterprise Services WEBS system, in the Seattle Daily Journal of Commerce, and on our CSO website listed above. Check these sources for current opportunities.

Information pertaining to the processes necessary to compete for contract opportunities with WSDOT is maintained on our webpage. Specific details are published with each solicitation when opportunities arise. Required documents for submission are published with each solicitation. Small, Disadvantaged, Veteran, Women, and Minority owned businesses are encouraged to participate in contracting opportunities.

### ***Sub-Consultants***

Firms seeking sub-consultant opportunities should contact firms who generally solicit prime contracts for teaming opportunities. WSDOT does not manage sub-consultants separately from the Prime consultant. Sub-consultant opportunities have to be originated by and through Prime consultants.