



King County Procurement Questionnaires

A GUIDE TO RESPONDING TO E-PROCUREMENT SUPPLIER QUESTIONNAIRES

PROCUREMENT & PAYABLES

REV.1 2020

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Please ensure you meet the minimum software requirements of the E-Procurement Supplier Portal.

- Minimum native screen resolution: **1280x1024**
- Use a supported browser:
 - Apple Safari 10+
 - Google Chrome 60+
 - Microsoft Edge 40+
 - Mozilla Firefox 52+

Questions?



Visit our For Business E-Procurement website:

www.kingcounty.gov/procurement/solicitations



Email procurement.web@kingcounty.gov



Call (206) 263-9400

1 Supplier Questionnaire User Guide

A how-to guide for suppliers responding to King County Questionnaires. King County Procurement specialists will occasionally send **Questionnaires** to collect additional information from suppliers. Questionnaires can be used to re-issue the Small Works Roster, Consultant Roster, update the Small Contractor & Supplier (SCS) Certification and Sustainable Purchasing Certification status', request a KCW9, request A/E pre-award financial documents, issue an A/E Annual Contract Information Questionnaire, and for ad-hoc needs.

**Responding to questionnaires will not result in a solicitation, guarantee work with the County, or a contract.*

2 Notifications

You will be notified via an **email notification** and an **E-Procurement bell notification** when you are sent a questionnaire. You can respond to the questionnaire by clicking on the **hyperlink** that is displayed in either notification (email or bell icon).

Email Notification:

The screenshot shows an email notification from King County Finance and Procurement System. The subject line is "FYI: You Are Invited to Respond to Questionnaire HK-INIT9394 (Initiative-21) - A". The email content includes a task link, a title "You Are Invited to Respond to Questionnaire HK-INIT9394 (Initiative-21)", and a details section with the following information:

Assignee	Himavan Kallem	Questionnaire Title	HK-INIT9394	Supplier	HK Steel
From	Himavan Kallem	Procurement BU	King County	Supplier Site	
Assigned Date	8/12/20 3:13 PM	Response Due Date		Supplier Contact	Himavan Kallem
Expiration Date	9/11/20 3:13 PM				
Task Number	204205				

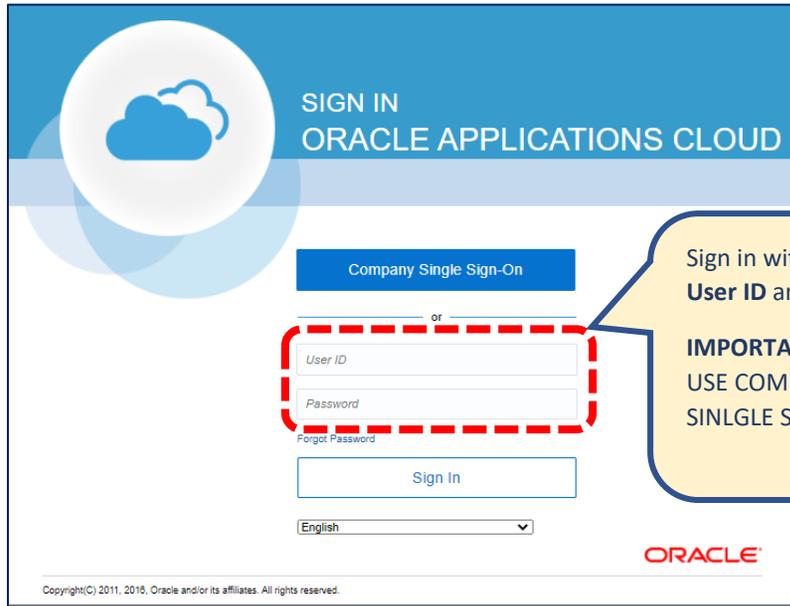
At the bottom, under "Recommended Actions", there is a link "Respond to Questionnaire" which is highlighted with a red box.



3 Login and Home Page

Always sign into E-Procurement with your User ID and password. You will be directed to the E-Procurement home page.

WARNING: DO NOT USE THE COMPANY SINGLE SIGN-ON OPTION (FOR KING COUNTY EMPLOYEES ONLY).



Sign in with your **User ID** and **Password**.

IMPORTANT: DO NOT USE COMPANY SINGLE SIGN-ON

NAVIGATION TIPS

Bookmark the E-Procurement login [URL](#) in your web browser for quick access.

Do not use the **Back** button on internet browser; instead click **Done** to close page, or the **Home** icon.

Use the **Flag** and **Bell** icons for quick access.

Watchlist for current solicitations

Settings, actions, and sign-out



Click on the **Supplier Portal** icon to...

- View and participate in questionnaires.
- Update your company profile.

4 Supplier Portal Overview

Below is an overview of the Supplier Portal page.

The screenshot shows the King County Supplier Portal interface. At the top left is the King County logo. Below it is the 'Supplier Portal' title. A search bar contains 'Solicitations' in a dropdown menu and 'Solicitation Number' in another dropdown menu. On the left is a 'Tasks' sidebar with sections for 'Solicitations', 'Qualifications', and 'Company Profile', each containing several links. The main content area features a 'Requiring Attention' donut chart with a total of 3 items, split into 1 green segment (Negotiation Messages) and 2 blue segments (Questionnaires). To the right is a 'Recent Activity' section for the last 30 days, showing 'Negotiation responses awarded or rejected' with a count of 2. At the bottom is a 'Supplier News' section with a 'Welcome to King County Supplier Portal' message. Callouts provide additional context: one points to the search bar, another to the donut chart, a third to the recent activity, and a fourth to the supplier news. A large callout on the left lists the tasks available to users.

View & access* the information related to tasks:

- Solicitations
- Qualifications
- Questionnaires
- Company Profile

Search for a specific solicitation based on selected criteria (drop-down menu).

Graph showing tasks that require immediate attention based on type.
For example, this supplier has 3 items that require attention. Click a section to view the details and respond to that item.

View the activities performed over the last 30 days.

Useful notifications posted by King County.

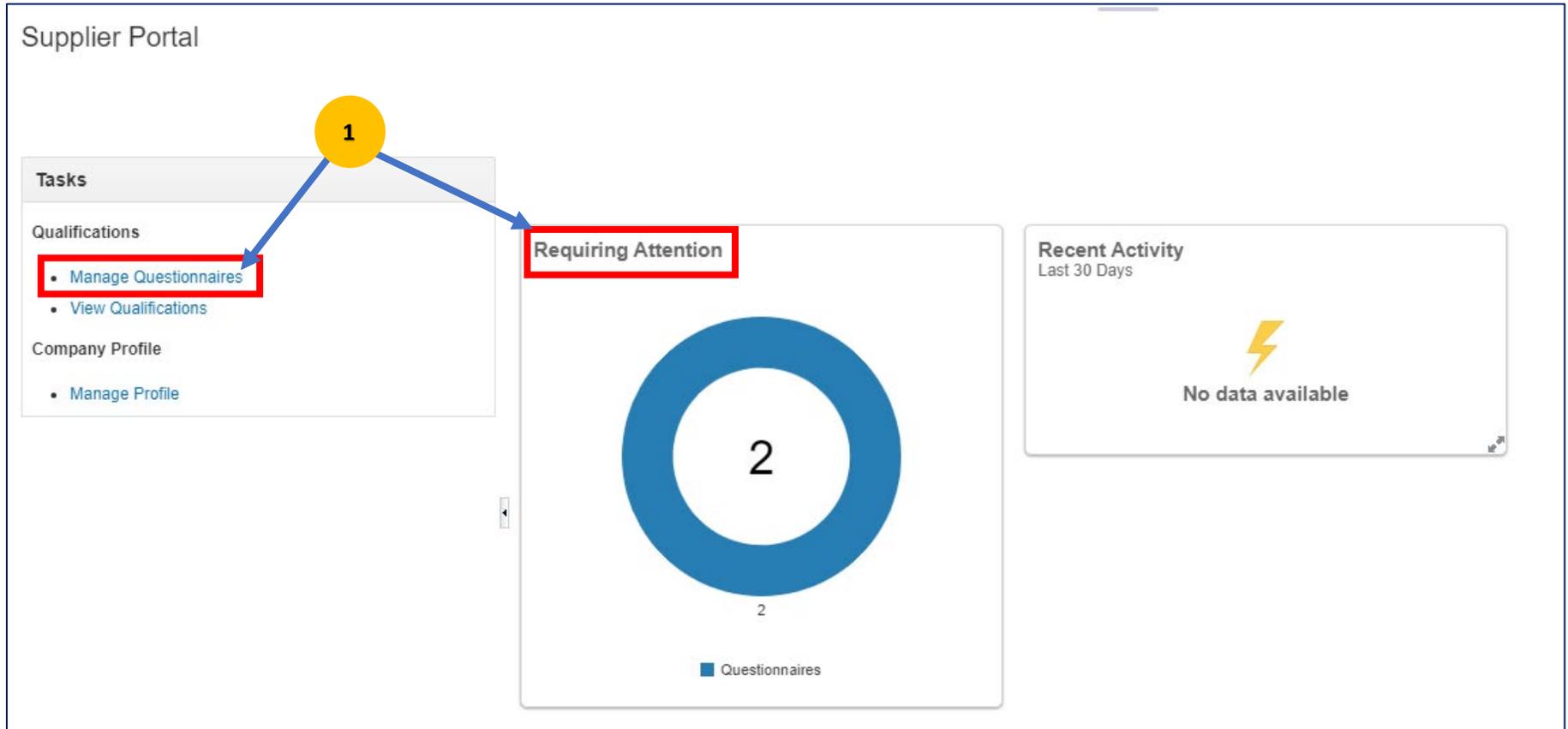
***Important:** The options in the Tasks menu vary based on your Supplier role. If you **do not** see the **Qualifications** section under Tasks, **contact your company profile administrator** and request that you be assigned the proper supplier role(s). Refer to the [Supplier Portal User Guide](#) for more information on Supplier roles.



5 Manage Questionnaires

Follow the steps below to respond to a questionnaire from the Supplier Portal.

- 1 Click on **Manage Questionnaires** under the Tasks menu or navigate to the **Requiring Attention** section and click on the **Questionnaires** section of the graph. Either option will redirect you to the Manage Questionnaires page.



6 Respond to a Questionnaire

The **Manage Questionnaires** page will display the questionnaires that have not been started or those that are in “Draft” and “Not Submitted” status as a default. Change the status selection to search for other questionnaires.

- 2 Click the open space to the left of the Questionnaire that you want to respond to - the line will turn blue upon selection; then click the **Respond** button.

Manage Questionnaires

Search

Questionnaire Title
Questionnaire
Supplier Site

Status: Not started, Draft, Resubmis

Response Due Date: m/d/yy

Supplier Contact

Search Results

Actions: View, Format, Freeze, Detach, Wrap, **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
Initiative-21	HK-INIT9394		Not started		

The **Respond to Questionnaire** screen will open the selected questionnaire. Respond to each **Question** and **Section**. Questions that are marked with an asterisk (*) are required.

Respond to Questionnaire: HK-INIT9394

Rosters and Certifications

Title: HK-INIT9394
Procurement BU: King County
Requested By: Himavan Kallem

Supplier: HK Steel
Supplier Site
Responder: Himavan Kallem

Status: Draft
Due Date
Attachments: None

Questions

Request for W9

1. If you have not provided us a W9, or if your tax information has changed since you last provided it, please upload a completed King County substitute W9 form (attached)
Use the W9 format attached to submit your details
Attachments: KC-W9.pdf
a. KC-W9

Section: 1. Request for W9

Return to Contents Page

7 Questions and Templates

Questions may contain branching questions, asking for additional information depending on the answer that you choose. Other questions require a document template to be downloaded, completed, saved on your computer, and uploaded as part of the response. Complete all the questions that are displayed.

3 To download a template, click the file name within the **Attachments** field.

Questions
Request for W9

* 1. If you have not provided us a W9, or if your tax information has changed since you last provided it, please upload a completed King County substitute W9 form (attached)

Use the W9 format attached to submit your details

Attachments KC-W9.pdf 3

a. KC-W9

* Response Attachments None +

4 Click on **File Name or URL** to initiate the file download.

5 Click the **Save** button to save the file on your computer or the **Open** button to view the file.

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	At
File	To Supplier	KC-W9.pdf	KC-W9.pdf		Heidi Marchetti	8/...

Do you want to open or save Form 1.docx from ehxr-dev4.fa.us2.oraclecloud.com?

Open Save Cancel

Complete the downloaded form, **add** all required information, and **save** the completed form.

Save the scanned documents with **descriptive file names** in order to avoid uploading blank or incorrect documents.



8 Uploading Documents in Questionnaires

Fill in the required forms and save on your computer. Upload the document you completed in the related question field. Respond to the questions with text or radio button selection and add required attachments using the + sign.

- 6 Select the option **KC-W9** (text will vary) to indicate what's being attached.
- 7 Click on **Response Attachments +** button to attach the form (*pop-up window will open*).
- 8 Click the **Response Attachments +** button in the pop-up window.
- 9 Click on the **Browse** button to search and select the completed form saved on your computer.

Questions

Request for W9

* 1. If you have not provided us a W9, or if your tax information has changed since you last provided it, please upload a completed King County substitute W9 form (attached)

💡 Use the W9 format attached to submit your details

Attachments [KC-W9.pdf](#)

6 a. KC-W9

* Response Attachments None **+** 7

Response Attachments **+** 8

Actions ▾ View ▾ **+** ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	Browse... No file selected.			John Smith	8/14/20 8:59 AM

Rows Selected 1 Columns **9**

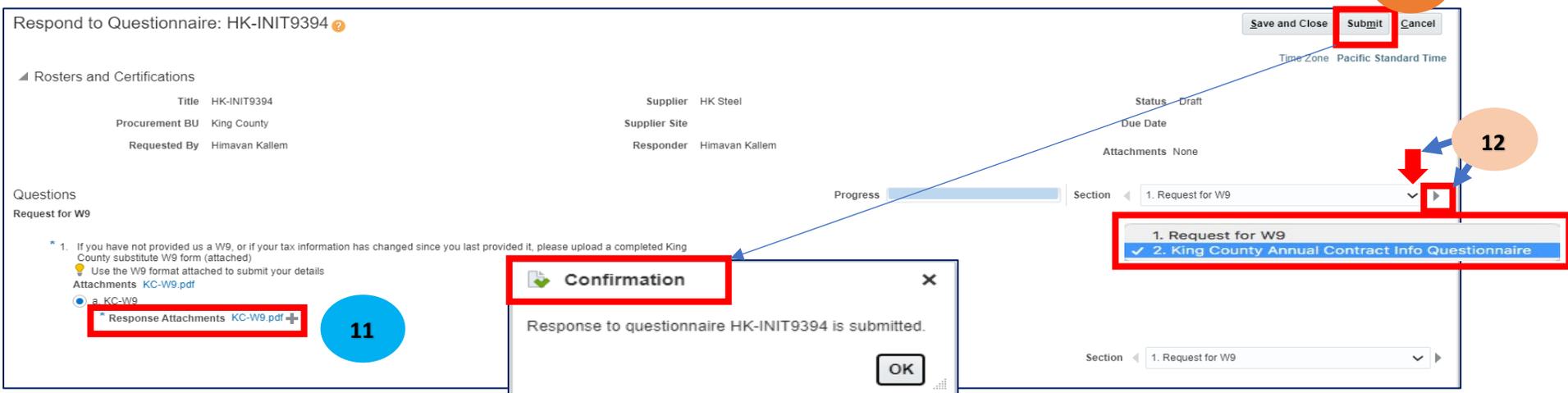
OK

- 10 Click on the **OK** button on the popup screen





- 11** Review and verify that the correct document is attached to the response.
- 12** Click on the **drop-down list** of the section to review and navigate to any other questionnaire Sections. **Respond to each Section appropriately.**
- 13** Click the **Submit** button to send your completed questionnaire to King County. A popup screen is displayed which confirms the response submission, click **OK**.



Next steps will depend on which questionnaire is issued:

If the questionnaire is the Consultant Roster, Small Works Rosters, Sustainable Purchasing Certification or Small Contractor and Supplier (SCS) Certification, you will see the updated information reflected on your company profile when you submit your response.

If the questionnaire is a KCW9 Request, an A/E Pre-Award Cost Analysis, an A/E Annual Contract Info Questionnaire or for an ad-hoc need a Procurement Specialist will contact you with next steps.

