

Shared Procurement Portal Partners

www.sharedprocurementportal.com

November 10, 2015

Dear Contractor, Consultant and/or Supplier:

Effective December 31st, 2015, the agency's listed below will be transitioning to a new supplier roster system called [Public Purchase](#) and forming a new group called "Shared Procurement Portal Partners". For the past two years, agencies have been utilizing eCityGov Alliance's supplier roster system "WebProcure". Recently, the eCityGov Alliance sent out a letter notifying registered vendors that WebProcure will be deactivated and no longer available at the end of this year.

After reviewing potential systems that are currently on the market, we have made the decision to use Public Purchase's online supplier roster for solicitation postings and supplier notification. The participating agencies transferring to Public Purchase are:

City of Bellevue
City of Redmond
City of Renton
City of Issaquah
City of Woodinville
King County Library System
Sammamish Plateau Water & Sewer District
Pacific Hospital Preservation & Development Authority

The Public Purchase system was selected for the following reasons:

- It's **FREE** to both applicants and agencies! The system does have an option to pay for an advanced subscription (Bid Syndication), but this subscription is NOT required for suppliers to register, receive solicitation notifications, submit proposals, quotes and questions online, and to upload their Statement of Qualifications.
- Functionality of the system is robust while remaining simple and easy to use.
- Customer service and support offered by Public Purchase to both agencies, and suppliers, has proven to be excellent.
- Continuation of our partnering relationship with other local agencies who will utilize this system.

As part of the transition to the new system, some agencies will be posting solicitations during the month of December in both WebProcure and Public Purchase, allowing suppliers and staff to become familiar with the system before going live on January 1, 2016.

Below are directions on how to register with Public Purchase. It is strongly encouraged to register as soon as possible. If you already have an account with Public Purchase, please log-in and add the agencies listed above to your account, so that you will begin receiving solicitation notifications from them. If you have any difficulty during the registration process, please contact Public Purchase at vendorsupport@publicpurchase.com or use their online chat feature.

The Statement of Qualifications (SOQ) upload feature is currently being built in the new system and will not be available until the first quarter of 2016. In the meantime, agencies using Public Purchase will continue to review

supplier SOQ's as posted in WebProcure.

The existing Shared Procurement Portal website (www.sharedprocurementportal.com) will continue to be used and will undergo a change after the first of the year. Your patience is appreciated during the transition to Public Purchase and we look forward to working with you on this new endeavor. If you have any questions about this transition, please contact the City of Bellevue at procurement@bellevuewa.gov or 425-452-7876. If you have questions for a specific agency, please email the contact listed below.

Thank you,

Shared Procurement Portal Partners

Contact Information:

City of Bellevue – procurement@bellevuewa.gov

City of Redmond - purchasing@redmond.gov

City of Renton – tschuld@rentonwa.gov

City of Issaquah – trudyp@issaquahwa.gov

City of Woodinville - finance@ci.woodinville.wa.us

King County Library System – pgilani@kcls.org

Sammamish Plateau Water & Sewer District – karen.terrell@spwsd.org

Pacific Hospital Preservation & Development Authority – cheryl.mauer@am.jll.com

Supplier Registration Instructions

If you have already registered with Public Purchase previously, proceed directly to Step 2.

1. **Register with Public Purchase**

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

2. **Register with an Agency:**

A. Once you have received your activation email from Public Purchase, **log into** www.publicpurchase.com and accept the terms and conditions of use.

B. **Click on the "Tools" tab then on the "Agencies" tab.** (Agency tab in bar under tools)

C. This will take you to the Agency search page. In the Agency name box type in **Agency Name**. Leave the "new Agency since" box blank. Make sure Registration Status says "ALL". **Click on "search"**. This will bring up the Agency below. To the far right of it you will see "view" and "Register". **Click on the "Register"** link to complete the supplier registration with the Agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming solicitation opportunities from the Agency. It is your responsibility to keep the information up to date, particularly the contacts and email addresses. If you have any problems registering, please contact vendorsupport@publicpurchase.com.