King County Procurement Questionnaires

A GUIDE TO RESPONDING TO E-PROCUREMENT SUPPLIER QUESTIONNAIRES

PROCUREMENT & PAYABLES
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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:**

![Email Notification Example](image)
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).

**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**
- **Home**
- **System Notifications**

**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.

*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.

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.

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.
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.

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

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

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

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.

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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.

Select the option KC-W9 (text will vary) to indicate what’s being attached.

Click on Response Attachments + button to attach the form (pop-up window will open).

Click the Response Attachments + button in the pop-up window.

Click on the Browse button to search and select the completed form saved on your computer.

Click on the OK button on the popup screen.
Review and verify that the correct document is attached to the response.

Click on the drop-down list of the section to review and navigate to any other questionnaire Sections. Respond to each Section appropriately.

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.