



King County

PROCUREMENT TECHNOLOGY MODERNIZATION

Doing business with King County is going to get easier!

King County is upgrading our procurement system and preregistration begins in July. To participate and be considered in future bid processes, you will need to take a few moments and register to do business with King County. Stay tuned for details. For now, start getting prepared to use our new portal for enabling self-service supplier interactions.

You'll need two pieces of information to be ready for sign up

Sign up will be easy, but you will need to know the following, your:

1. **NAICS codes** – Select *all* the 6-digit NAICS codes that apply to your business.
2. **Administrator** – Determine who will keep your company information up to date including employee role and responsibilities.
3. **Tax information (optional)**

We're excited for you to access the enhanced supplier functionality!

The new system will make things a lot easier. Functionality highlights include:

- **Fast, easy registration** – supplier registration now takes less than 15 minutes to complete.
- **Online bidding** – no more wasted paper, expensive delivery charges, or parking in downtown Seattle!
- **North American Industry Classification System (NAICS) Codes** – selected during supplier registration process to help connect your business within relevant bid opportunities.
- **Self-service supplier portal** – manage your profile, add users to your account, update your info, and track available contracting opportunities.
- **Open roster membership** – with one click, you can join a capital projects roster within the NAICS industry codes you've selected in your supplier registration profile. *(only applies to construction, architecture & engineering firms)*

Watch for future communications with dates and instructions. For more information now, [visit our project website](#) or feel free to email procurement.web@kingcounty.gov.

Thank you again for being a partner to King County.

David Malone

King County Chief Procurement Officer