New Electronic Roster: The Shared Procurement Portal is Here and Already in Use
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CPO has long wanted an Electronic Roster for our Architects/Engineers - Submittals of Qualifications (A/E - SOQs). Our previous hardcopy Roster was bulky, hard to search, and caused our A/Es a lot of work in preparing paper submittals (not to mention all those poor trees lost to make the paper for the submittals and the copies of those submittals we make for our consultant selection committees).

We use our Roster to select A/Es for most of our projects valued below $4 million dollars. We had 284 firms with SOQs in our hard copy Roster, making it too bulky to effectively search for new consulting firms.

At the request of several CPO Project Managers and Directors, and with the support of many of our A/Es marketing directors, last summer we began looking into starting a roster that A/Es would use to submit their qualifications electronically. Several Project Managers plus IS and Contracts folks joined the “Roster Access Advisory Committee” (RAAC) and were great in getting us headed in the right direction. We quickly discovered several existing electronic roster systems which were presented to RAAC. There was a strong consensus that joining the Shared Procurement Portal (SPP) made more sense than using other available systems or building our own system. Thanks to all the RAAC members (too many to list here but you know who you are) for your help and support with this effort – your efforts have now come to fruition.

See the Daily Journal of Commerce article re the UW/CPO joining the SPP.

The SPP is managed by CityGov Alliance. Its agency subscribers include many cities and other government agencies. They all use the SPP for selection of A/Es so the A/E firms have to submit their qualifications to only one source to be considered by many agencies. The SPP has many other services besides the A/E Roster but CPO is using only the A/E Roster (at least for now).

Once our committee settled on SPP, we felt that there needed to be some enhancements to the system to make it more beneficial to us (see list below). The SPP folks welcomed our input and we moved ahead (with RAAC’s continued review) to implement the improvements which are now all in place; UW/CPO is officially a member or the SPP; the Project Managers have been trained in the use of the system; the official notices have been given; and we are now using the SPP system. Thanks to everyone who helped get the system up and running.

Below is a list of features that SPP now has that will help us search for the best A/Es to service our needs. Beyond these features, we are also hopeful we will discover other advantages of SPP as we become more familiar with it’s use.

**ROSTER SEARCH – FEATURES**

1. **SEARCH BY FIRM AREA OF EXPERTISE** – sort firms by their areas of expertise (examples: which firms design Bio Safety Level 3 labs or what firms specialize in parking garage design, etc.)
2. **CLICK TO CONTACT** – ability to click on one or more firms and send an E-mail to those firms.
3. **CLICK TO FORWARD SOQ** – ability to send SOQs electronically to Selection Committee members during a consultant selection process.
4. **LINK TO FIRM’S WEBSITE** – an easy way to link to a firm’s website.
5. **ELECTRONICALLY SORT ALL FIRMS** in the roster for various important characteristics
   a. Distance from UW – be able to sort firms by physical distance from UW Seattle, UW Tacoma, or UW Bothell
   b. Staff Size of Firm – sort firms by staff size
   c. Age of Firm – sort by age of firm
   d. MWBE Certification – be able to easily see if a firm is certified with Washington State Office of Minority and Women’s Business Enterprises (OMWBE) including certification number
6. **SEARCH BY FIRM NAME** – view SOQ by identifying firm by name
7. **LATEST SOQ UPDATE** – list date when a firm’s SOQ was most recently updated
8. **SECURITY** - Limit access to appropriate UW staff

Shelly has taken a real leadership role in coordinating the interface between the SPP folks and CPO as we get this system started and accessible to PMs. Currently, she is CPO’s expert in the use of the system and we expect that soon many of our PMs will become expert as well.

Now that we have this system available, we hope we can broaden our outreach within the consulting community and find new firms who have the skill sets we need. If you have any questions, feel free to e-mail me at djennig@uw.edu or Shelly at smarriot@uw.edu.