Washington State Department of
Enterprise Services

Washington-specific terms and conditions

NASPO ValuePoint Solicitation 3407 – Security and Fire Protection

The state of Washington intends to participate in the master contract resulting from NASPO ValuePoint Solicitation 3407 for Security and Fire Protection. The key terms and conditions listed below are a partial list. Washington's complete terms and conditions will be detailed in any Participating Addendum to a master contract resulting from Solicitation 3407.

NOTE: Washington will not be participating in the Fire Protection categories of this ValuePoint contract because the state has an active stand-alone contract for fire-protection services.

Washington-specific terms and conditions

Department of Revenue registration for out-of-state contractors

Out-of-state contractors must register and establish an account with the Washington State Department of Revenue. Refer to Washington Administrative Code 458-20-193, or call the Department of Revenue at 800-647-7706 for additional information.

Management fee

Contractor will pay a management fee of 1.5 percent to DES on all state contract sales. The management fee must be rolled into the contractor's current pricing, and not shown as a separate line item on an invoice.

Contract sales report

The management fee will be based on total contract sales, which must be reported quarterly by the contractor in the Contract Sales Reporting System. DES will provide a login password and a vendor number.

For each report, contractor must identify every purchaser who has made purchases during the reporting period. Refer sales reporting questions to the Contract Administrator.

Common vendor-registration and bid-notification system

Contractor must be registered in the state's common vendor registration and bid notification system, known as Washington's Electronic Business Solution (WEBS). Contractors already registered in WEBS need not re-register. It is the sole responsibility of contractor to properly register and maintain an accurate vendor profile.