

## TIPS FOR CONTRACTING WITH KING COUNTY FOR IT PURCHASES

1. Attend vendor forums and informational sessions to establish relationships with county service owners and staff. Have a 90 second elevator pitch ready. Follow up with an email that includes:
  - Company description and details of all lines of business
  - List of any current federal, state or local government contracts, including contract number and contact information
  - Contact information
2. Register on the King County Online Vendor Registration [https://procurement.kingcounty.gov/procurement\\_ovr/registerAccept.aspx](https://procurement.kingcounty.gov/procurement_ovr/registerAccept.aspx). Keep your contact and other requested information up-to-date.
3. Keep your website up-to-date, logical and professional in language and appearance. Have your line of business clearly defined on any digital or printed media.
4. Take advantage of the county's Small Contractor and Supplier list and look for prime/subcontractor opportunities that bring value to bids/proposals.
5. Submit professional looking bid or proposal documents to best reflect the work quality of your company. Documents should:
  - Be free of spelling and grammatical errors.
  - Contain clear and concise answers to all questions.
  - Keep white space to a minimum.
  - Follow all administrative directions.

*If you don't understand the invitation to bid or request for proposals, be sure to ask the IT buyer, preferably in writing!*

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