

Small Works Roster Online Application

City of Tacoma



Vendor User Guide

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Developed by City of Tacoma, Information Technology, <http://www.govME.org>



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1.0 Overview

The City's Small Works Roster Program (SWR) allows contractors to register to bid on public works projects with a budget of \$200,000 or less. The Tacoma City Council established the program to offer more public works and improvement contracting opportunities to small, locally owned and operated businesses.

The City of Tacoma, govMe Roster allows any business to apply for eligibility, view their application activity, and make adjustments to critical information digitally. This User Guide provides the business applicant instructions for completing an application.

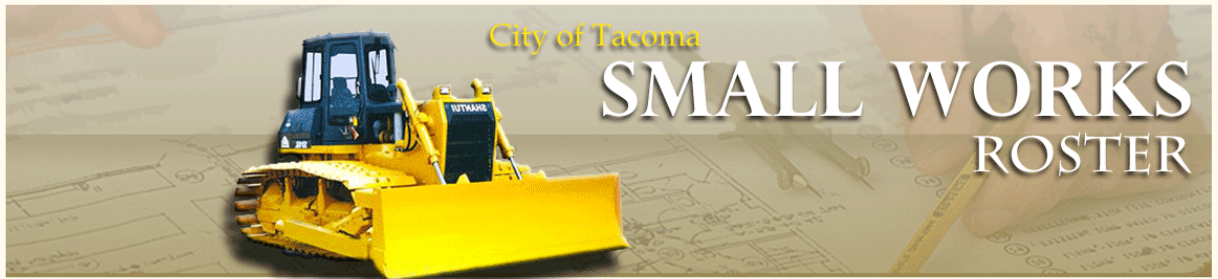
Figure 1.1, shows what the starting page of the Small Works Roster appears on the City of Tacoma website. From the header you can link to other City of Tacoma websites and login to govMe applications.

Assistance with the online application can be acquired by calling: **Samantha Kaauamo at (253) 502-8248** or emailing smallworksroster@cityoftacoma.org.



Small Works Roster

Register for the City of Tacoma's Small Works Roster



[Signup](#) [Login](#)

To apply with the Small Works Roster you must acquire a govME.org login.
Just click 'Signup' and follow the instructions.
If you already have an account, click Login to continue.

WELCOME to Small Works

What is the Small Works Roster Program?

- The City's Small Works Roster Program (SWR) allows contractors to register to bid on public works projects with a budget of \$200,000 or less.
- The Tacoma City Council established the program to offer more public works and improvement contracting opportunities to small, locally owned and operated businesses.
- The program allows program registered participants to bid on projects in various [categories](#).

How do I apply to be on the Small Works Roster?

- Click the **Sign up** button above, then **Login**.
- If you prefer, print the [Application Forms](#) and mail it, along with your Certificate of Insurance, and Work Experience Forms to the address below.

What do I need to start my application to the Small Works Roster?

- Washington UBI number
- Your legal business name
- Business contact name, phone, and street address
- Employment Security Reference number
- Federal Tax ID number
- *Tacoma Business License number (if Obtained)
- Washington Contractor License number
- Insurance expiration date

*Not required to be a "Verified" contractor on the Small Works Roster. However, contractors must have a Tacoma Business License prior to award of a contract.

What if I have questions? If you have any questions about the application form or the Small Works Roster program, please contact:

By phone:
Samantha Kaauamo at (253) 502-8248.

By mail:
City of Tacoma
Purchasing Division
P.O. Box 11007
Tacoma, WA 98411-0007

By email:
[Small Works Roster](#)

The Small Works Roster Application is best viewed in Internet Explorer 7.0 or 8.0.
For Firefox and Safari users ensure the latest version is installed.
Update downloads are free.
[Firefox Downloads](#)
[Safari Downloads](#)

To Begin

What you will need to begin:

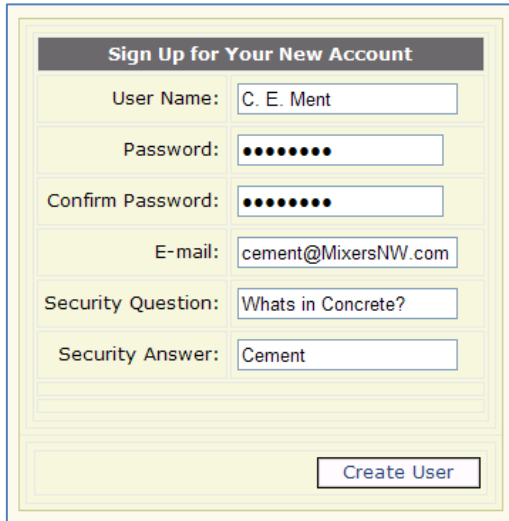
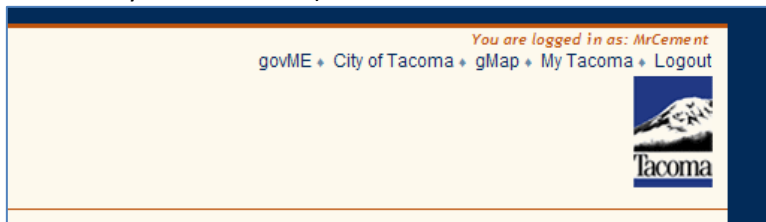
- A free govME account. This account will allow you to submit information and track your application status. Click [here](#) to create your account.
- Your Washington State Unified Business Identifier (UBI) number
- Business contact information
- Supporting documents such as insurance and bond information
- Washington Contractor License number
- Employment Security Reference number
- Federal Tax ID number
- Tacoma Business License number (If Obtained) Not required to be a "Verified" contractor on the Small Works Roster. However, contractors must have a Tacoma Business License prior to award of a contract.
- Insurance expiration date

Business Information

Figure 1.1. Screen shot of Small Work Roster Starting Page.

2.0 Acquiring a govMe Account

To apply for eligibility on the Small Works Roster, you must first acquire a govMe Account.

Step	Description
1	Click the Signup button on the Small Works Roster starting page (Figure 1.1).
2	<p>Complete the signup form and click “Create User”. You must supply an active, valid email. The information on the form below is strictly for demonstration; please supply your own information.</p> 
3	Open your email inbox and look for an email with the subject line “Please activate your govME account”.
4	Click on the line that says: “Click to activate govME user:yourusername”.
5	<p>When you return to the Small Works Roster Starting page, click the Login button, or click the Login word at the top right of your browser window.</p> <p>You have successfully logged in if you see the following: (“MrCement” should be your user name).</p> 

3.0 Getting Starting with the Small Works Roster Form

The Small Work Roster Form is broken into sections, Contact Information, Business Information, Documents, Licenses, and NAICS. Each section follows the below design.

The screenshot displays the 'Contractor Licenses' section of the Small Works Roster Form. At the top, a 'STATUS BAR' shows 'Welcome Mixers Northwest! Status: Pending'. The main content area is divided into three columns: a 'SECTION MENU' on the left with links like 'Welcome', 'UBI Number', 'Contact Information', 'Business Information', 'Supporting Documents', 'Contractor Licenses', 'NAICS Codes', and 'Summary'; a central 'MAIN CONTENT AND FORM SECTION' titled 'Add a Contractor License' with fields for 'Contractor License Number' and 'Contractor License Expiration Date', and a 'Licenses Held' table showing a license for 'WA609483332' expiring '7/31/2015'; and an 'INFORMATION SECTION' on the right with expandable sections for 'UBI', 'Contractor License', 'Business Information', 'Supporting Documents', 'NAICS', 'Summary', and 'Application Status'. Navigation arrows ('PREV', 'NEXT') are at the bottom left, and a red warning message states: 'Your application will be not processed until you click the SUBMIT button on Step 7'.

Status Bar – Provides the business name and current roster status.

Section Menu – You can navigate to any section through the section menu.

Main Content and Form Section – This area will contain the content for the section or a portion of the roster application.

Navigation Arrows – You can navigate to the next step in the process by clicking “NEXT”, or return to a previous step using “PREV”, it is not necessary to navigate the application sections using the arrows, but will assist you the first time through. You may have to scroll down on some sections to see the arrows.

Information Section – This section provides information about each step. You can choose to view any information section at any time.

First Time on Roster

Once you have successfully logged in with you govMe account on the Small Works Roster page you will see the following instruction as a first time user.

The screenshot shows the initial screen for a first-time user. It features a 'Welcome ! Status: New' message at the top. Below this, a large green arrow points right with the word 'NEXT' inside it, accompanied by the instruction: 'Click Next to begin your application. View the list below and help information to the right to see what information you need to continue.' On the right side, there is a 'Helpful Information' section with a list of links: 'UBI', 'Contact Information', 'Business Information', and 'Supporting Documents', each with a dropdown arrow.

4.0 UBI Number

Your business UBI Number is required to begin an application. The number will uniquely identify you from other businesses. Once the UBI has been entered, all UBI changes must go through City of Tacoma Purchasing department, smallworksroster@cityoftacoma.org.

The legal business name is also required for this step. Once you have supplied a UBI and a Legal Business Name click the “NEXT” button.

The screenshot shows a web application interface for entering a UBI Number. On the left is a sidebar with 'Application Sections' including Welcome, UBI Number, Contact Information, Business Information, Supporting Documents, Contractor Licenses, NAICS Codes, and Summary. The main content area is titled 'UBI Number' and 'Step 1 of 7'. It contains two input fields: 'UBI number:' with a placeholder '9 digit UBI number' and 'Legal Business Name:'. Below these fields is a message: 'To proceed you are required to supply your UBI number and your legal business name. UBI should be 9 numeric digits only.' and 'If your UBI number is entered incorrectly, please email smallworksroster@cityoftacoma.org and provide the correct information.' At the bottom of the main area are 'PREV' and 'NEXT' buttons. A red message at the very bottom states: 'Your application will be not processed until you click the SUBMIT button on Step 7'. On the right side, there is a 'Helpful Information' section titled 'UBI' with a dropdown arrow. It contains text about the 'Washington State Unified Business Identifier (UBI) number' and two bullet points explaining what a UBI number is and where to get one if you don't have one. Below this is a list of application sections with dropdown arrows: Contact Information, Business Information, Supporting Documents, Contractor License, NAICS, Summary, and Application Status.

When you come back to this section, it will look like this:

This screenshot shows the same 'UBI Number' step, but now with data entered. The 'UBI number:' field contains '609876345' and the 'Legal Business Name:' field contains 'Mixers Northwest'. The instructional text and buttons remain the same. The red message at the bottom still states: 'Your application will be not processed until you click the SUBMIT button on Step 7'.

Notice the text under the arrows: “Your application will not be processed until you click the Submit button on Step 7”. Your application data is saved but the City of Tacoma Purchasing department will not start processing your application until you have it is submitted.

5.0 Contact Information

The contact information tells us who you are and how to contact you. Any information you submit through the City of Tacoma may not be immediately viewable to the public on the Small Work Roster website, but will be available to the public upon request.

Once you become eligible for Small Works Roster, changing the following fields will require you to resubmit the application:

- Legal Business Name
- DBA
- Street Address
- P.O. Box Number
- City
- State
- Zip code
- County

Application Sections

- Welcome
- UBI Number
- Contact Information
- Business Information
- Supporting Documents
- Contractor Licenses
- NAICS Codes
- Summary

Contact Information Step 2 of 7

Legal Business Name: Mixers Northwest ✓

DBA: Mixers NW

Owner Name: Joe Peterson ✓

Contact Name: Same ✓

Contact Title: Owner ✓

Street Address: 3456 79th Street East

P.O. Box Number:

City: Tacoma ✓

State: WA ✓ Zip Code: 98422 ✓

County: Pierce ✓

Phone: 253-314-6700 ✓ Ext:

Mobile Phone: 253-314-6701

FAX: 0000-0000-0000

Email Address: joep@MixersNW.com ✓

✓ Required when application is submitted.

Helpful Information

- UBI
- Contact Information
- Business Information
- Supporting Documents
- Contractor License
- NAICS
- Summary
- Application Status

PREV **NEXT**

Your application will be not processed until you click the SUBMIT button on Step 7

Required fields are validated when the application is submitted. You can proceed to the next step without completing the required fields.

6.0 Business Information

The business information is collected and then validated through the associated agencies. You are encouraged to access the links in the Help Information to guide you through acquisition of the necessary licenses and IDs. The City of Tacoma Purchasing department will do it best to assist you with the required information.

Once you become eligible for Small Works Roster, changing any of the Business Information fields (exception being the website URL) will require you to resubmit the application.

If you do have difficulty understanding the requirement, or acquiring the requirement, contact us via email at smallworksroster@cityoftacoma.org.

Application Sections

- Welcome
- UBI Number
- Contact Information
- Business Information
- Supporting Documents
- Contractor Licenses
- NAICS Codes
- Summary

Business Information aaa test group **Step 3 of 7**

Website (URL):

Employment Security Reference Number: ✓

Federal Tax ID: ✓

Tacoma Business License:

Insurance Expiration Date: ✓

Is business a certified Minority Business Enterprise (MBE)? ☒ Yes ☐ No

Is business a certified Women's Business Enterprise (WBE)? ☒ Yes ☐ No

Is business a City of Tacoma certified Historically Underutilized Business (HUB)? ☒ Yes ☐ No

Are you Requesting a Performance Bond Waiver? (Annual Gross Receipts must not exceed \$1,000,000) ☐ Yes ☒ No

Are you Requesting Expedited Payment? (Annual Gross Receipts must not exceed \$250,000) ☐ Yes ☒ No

✓ Required when application is submitted.

Helpful Information

UBI

Contact Information

Business Information

Business Information

The following items are required to submit an application.

- Employment Security Reference number
- Federal Tax ID number (also called an Employer Identification Number (EIN)) - [Apply for an EIN](#)
- Tacoma Business License number - [Apply for a license](#)
- Insurance Expiration Date

Supporting Documents

Contractor License

NAICS

Summary

Application Status

PREV **NEXT**

Your application will be not processed until you click the SUBMIT button on Step 7

Bond Waivers



If you are requesting a bond waiver...

Expedited Payment

If you are requesting expedited payment...

7.0 Supporting Documents

Supporting documentation must be mailed, emailed, or faxed to the City of Tacoma. You will be able to upload the documents on this application in the near future.

Application Sections	Supporting Documents	Step 4 of 7	Helpful Information
Welcome	In the future, this system will allow you to upload required documents. For now, the following documents must be sent to the City of Tacoma by mail, fax or email to complete the application process.		UBI
UBI Number			Contact Information
Contact Information	Supporting Documents:		Business Information
Business Information	<ul style="list-style-type: none">• Performance Bond or tax return forms submitted to the Internal Revenue Service from the last two years (tax return forms are required for bond waiver or expedited payment).• Certificate of insurance (must meet the City's minimum requirements).		Supporting Documents
Supporting Documents	Please email, fax, or mail copies of your supporting documents to:		<ul style="list-style-type: none">■ Performance Bond or tax return forms submitted to the Internal Revenue Service from the last two years (tax return forms are required for bond waiver or expedited payment).■ Certificate of insurance (must meet the City's minimum requirements).
Contractor Licenses	City of Tacoma Purchasing Division P.O. Box 11007 Tacoma, WA 98411-0007		Contractor License
NAICS Codes	Fax number: 253-502-8255		NAICS
Summary	Email address: smallworksroster@cityoftacoma.org		Summary
	You may submit the online portion of your application at anytime; however The City of Tacoma Purchasing Division cannot finalize the review of your application until the required documentation is received.		Application Status
	Documents Required:		
	If you have questions, please contact: Samantha Kaauamo at (253) 502-8248.		
	 		
	Your application will be not processed until you click the SUBMIT button on Step 7		

The following documents will be required to complete your eligibility:

- **Performance Bond or tax return forms submitted to the Internal Revenue Service** from the last two years (tax return forms are required for bond waiver or expedited payment).
- [Certificate of insurance](#) (must meet the City's minimum requirements).

Please email, fax, or mail copies of your supporting documents to:

City of Tacoma
Purchasing Division
P.O. Box 11007
Tacoma, WA 98411-0007

Fax number: 253-502-8255

Email address: smallworksroster@cityoftacoma.org


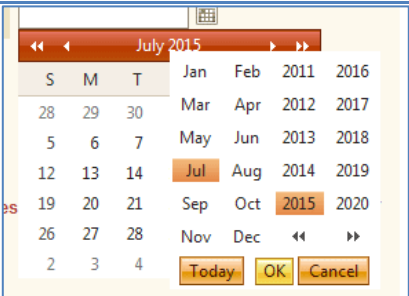
8.0 Contractor Licenses

A Washington State contractor license must be supplied to submit the application. You can list as many licenses as you wish.

Once you become eligible for Small Works Roster, changing a license number or expiration date will require you to resubmit the application.

When any of your expiration dates expire; your application will be put into “Expired” status and you will need to supply a new valid expiration date.

To enter a contractor license:

Step	Description
1	Enter in a license number
2	 <p>Click on the little calendar</p>
3	 <p>Choose a date and click OK</p>
4	Click the blue SAVE button; license should appear on right side.
5	To enter another, click the blue RESET button.

A list of your licenses will show on the right side under “Licenses Held”.

Contractor Licenses

Add a Contractor License

You must click 'Save' to save changes or add new before clicking the 'Next' button.

Contractor License Number:



Contractor License Expiration Date:

Save

Reset

Licenses Held

When a license expires you will not be eligible for Small Works projects. You are responsible for updating and resubmitting the application.

License Number	Expires On
<div><div></div>WA609483332</div>	7/31/2015

To edit a license:

Step	Description
1	Click on the pencil next to the license number
2	Change the information
3	Click Save

To delete a license:

Step	Description
1	Click on the red 'x' next to the license number

9.0 NAICS Codes

One of the criteria for the Small Works Roster selection for eligible businesses is by NAICS code. Once you become eligible for Small Works Roster, changing the NAICS codes will require you to resubmit the application.

At least one (1) NAICS code must be supplied to submit the application. If you are unsure of your code you can read about the NAICS codes and go to the sites supplied in the Help Information section.

Convert SIC codes to NAICS codes: <http://www.naics.com/search.htm>

NAICS Association website: <http://www.naics.com/faq.htm#q1>

Application Sections

- Welcome
- UBI Number
- Contact Information
- Business Information
- Supporting Documents
- Contractor Licenses
- NAICS Codes**
- Summary

NAICS Codes Step 6 of 7

Your NAICS Codes

You have no NAICS codes selected. In order to complete the application you must supply NAICS codes.

Search for NAICS Codes

☐ Select All

NAICS code or keyword Click on the **+** to add to your list.

NAICS Code	Description
+ 237310	Asphalt paving (i.e., highway, road, street, public)
+ 238910	Building Demolition
+ 561790	Building exterior cleaning services (except sand blasting, window cleaning)
+ 238130	Carpentry, framing
+ 236220	Commercial and Institutional Building

Helpful Information

- UBI
- Contact Information
- Business Information
- Supporting Documents
- Contractor License
- NAICS**

North American Industry Classification System

- NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. The Federal statistical agencies use NAICS for the collection, analysis, and publication of economic statistics. They no longer use the SIC, for the purposes of statistical data collection, which was replaced by NAICS in 1997.

PREV **NEXT**

Your application will be not processed until you click the SUBMIT button on Step 7

To add a code to your NAICS code list:

Step	Description
1	Type in a NAICS code or business keyword and click the blue SEARCH Button to locate a code. You can also Select All and use the scroll bars to view the entire list.
2	Click on the green + to add to your list.
3	The code will show on the left side. To delete click on the red X.

NAICS Codes Step 6 of 7

Your NAICS Codes

You have no NAICS codes selected. In order to complete the application you must supply NAICS codes.

NAICS Code	Description
238120	Structural Steel and Precast Concrete Contractors

Search for NAICS Codes

☐ Select All

Concrete Click on the **+** to add to your list.

NAICS Code	Description
+ 238110	Poured Concrete Foundation and Structure Contractors
+ 238120	Structural Steel and Precast Concrete Contractors

10.0 Application Summary and Submittal

The last step of the application process will display a summary of the contact and business information. You can save the application for later, come back and complete or Submit it for processing.

You can return to any section using the left blue side navigation menu.

Application Sections

- Welcome
- UBI Number
- Contact Information
- Business Information
- Supporting Documents
- Contractor Licenses
- NAICS Codes
- Summary

SummaryStep 7 of 7

Save for Later
Submit Application

Your application status is: New

You must SUBMIT the application to begin the City of Tacoma process that will verify your eligibility to participate in Small Works selection

Contact Info

UBI:	609876345
Legal Business Name:	Mixers Northwest
DBA:	Mixers NW
Owner Name:	Joe Peterson
Contact Name:	Same
Contact Title:	Owner
Street Address:	3456 79th Street East
P.O. Box Number:	
City:	Tacoma
State:	WA
Zip Code:	98422
County:	Pierce
Phone:	253-314-6700
Ext:	
Mobile Phone:	253-314-6701
FAX:	
Email Address:	joep@MixersNW.com

Business Info

Website:	
Employment Security Reference Number:	EIN4899032
Federal Tax ID:	WaMn3902010
Tacoma Business License:	Tac20104598833
Insurance Expiration Date	8/9/2014 12:00:00 AM
Is Business MBE Certified:	No
Is Business WBE Certified:	No
Is Business HUB Certified:	Yes
Are you requesting a Performance Bond Waiver (Annual Gross Receipts must not exceed \$1,000,000):	No
Are you Requesting Expedited Payment: (Annual Gross Receipts less than \$250,000)	No

Helpful Information

- UBI
- Contact Information
- Business Information
- Supporting Documents
- Contractor License
- NAICS
- Summary

Understanding your SWR Summary

- When your application status is NEW, you will need to SUBMIT APPLICATION for the City of Tacoma purchasing staff to process.
- Please be aware:** If you change the information on your application, and you SUBMIT APPLICATION while you were already in a VERIFIED status, the status will be changed and the City of Tacoma staff will be required to process your application again to re-verify the information. You will be given an opportunity to OK or CANCEL the change.
- Any of the menu items on the left side can be navigated for editing. You can see on the summary what information is missing.
- All the required fields on the Business Information section and the Contact Information section must be completed before submitting.

Application Status

Once you have "Submitted" your application you should see the following message:

Save for Later
Submit Application

Updated successfully!

Your application is being processed and will be in PENDING status until it is processed. When approved your application will have a status of VERIFIED.

11.0 Understanding the Application Status

The Small Works Roster application status determines where you are in the verification process and if you are eligible for selection.

The status' are:

New - Applications that are saved by a user, but not yet submitted for verification.

Pending - Applications that have been submitted and are pending review by City of Tacoma staff.

Verified - Applications that have been reviewed and verified by Purchasing staff, and will be in the eligible pool when random selections are made for Small Works Roster postings.

Expired - Applications expire when the necessary requirements are not renewed.

Retired - Vendors no longer in business.

Blocked - Vendors that are not allowed to participate in the Small Works Roster process because of violations.

Vendors in Verified status are included in the eligible pool for Small Works Roster postings.

Changing Verified Information

NOTE: If you are already in a status of VERIFIED, and you re-submit or SAVE for LATER, the application status will be changed to PENDING. The application will have to be reviewed by the City of Tacoma Purchasing Department to determine eligibility.

The following warning will appear if you are about to alter any information that will remove you from eligibility.

