**Announcement of Apparent Successful Bidder**

How to make the announcement

Procurement Coordinator must issue an announcement of Apparent Successful Bidders (ASB) through Washington Electronic Business Solutions (WEBS). For step by step instructions on how to issue the ASB via WEBS, please reference the [WEBS Manual for Customers](https://stateofwa.sharepoint.com/Sites/des-des/SiteCollectionDocuments/AboutDES/Divisions/ContractsLegalServices/MasterContractingAndConsulting/Systems/WEBS/WEBSCustomerManual.docx) under the section “*Mark and Send Notification of Apparent Successful Bidder”*.

To complete an ASB notice in WEBS, it recommended the Procurement Coordinator performs these additional steps:

1. Attach the final bid tabulation. The purpose for providing this information is to give bidders insight as to how their proposal scored in the evaluation process.
2. Determine if there is additional information or comments that should be provided in the announcement. The basic information provided in the auto-generated email message is illustrated below. WEBS ASB notification generates the standard text that will be sent to all bidders. This default language cannot be deleted, but Procurement Coordinator can add comments to be included as part of the auto-generated email.

Note: The example below is the auto-generated email message bidders receive from WEBS’ ASB notification process. The text is automatically generated using the posting information in WEBS and this template language cannot be modified.

From: **Washington's Electronic Business Solution** <[webscustomerservice@des.wa.gov](mailto:webscustomerservice@des.wa.gov)>  
Date: Wed, May 18, 2022 at 9:31 AM  
Subject: Apparent Successful Bidder Notification  
To: <BidderEmailAddress@xyz.com>  
Cc: <DESProcurementConsulting@des.wa.gov>

Title: Taste-22-23 Washington WINE Commission

Description: The Washington Wine Commission is issuing this Competitive Solicitation pursuant to RCW 39.26.  Pursuant to this Competitive Solicitation, The Washington Wine Commission is seeking a qualified partner to be the exclusive licensee of the Taste Washington festival. The Licensee will own, market, and produce the festival in partnership with the Washington Wine Commission.   
Estimated Value:    
Customer Reference Number: TASTE-22-23   
Close Date: 4/27/2022 12:00:00 AM   
Posting Organization: Enterprise Services (DES), Dept. of   
  
Thank you for participating in the above referenced solicitation. The state has completed its evaluation of offers received and has determined that the below-named vendor is responsive in accordance with the requirements of the solicitation. They have been identified as the Apparent Successful Bidder (ASB).  
  
Apparent Successful Vendor: XYZ Business LLC.  
  
  
This designation of ASB does not mean an award is guaranteed. Award will depend upon the successful development and execution of a contract between the above vendor and Enterprise Services (DES), Dept. of. Award notices are sent separately, through a WEBS notification.  
  
Thank you for participating in this opportunity. If you have questions concerning this notification, please contact Joe Smith, [DESProcurementConsulting@des.wa.gov](mailto:DESProcurementConsulting@des.wa.gov).  
  
If you need technical assistance please contact WEBS Customer Service via email at [webscustomerservice@des.wa.gov](mailto:webscustomerservice@des.wa.gov) or by phone at (360) 902-7400.  
  
If you wish to no longer see notifications like this, click here: [https://pr-webs-vendor.des.wa.gov/ChangeNotification.aspx](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpr-webs-vendor.des.wa.gov%2FChangeNotification.aspx&data=05%7C01%7Cmarquita.price%40des.wa.gov%7C8bda8d2dbea44df0d66708da3d1624c8%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637889462565263529%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=R%2FVcmtB17Wf%2BDvJMtcdXOQxaopR%2FziMegdAu5KG8EHY%3D&reserved=0).