

**MAY 31**

# SMALL BUSINESS WORKSHOP

FEATURING REPRESENTATIVES FROM WASHINGTON STATE AGENCIES

[www.TRIDEC.org/SBRRW](http://www.TRIDEC.org/SBRRW)



# Welcome

## Small Business Workshop





# Small Business Requirements and Resources (SBRR)

Inform, Educate, Inspire, and Engage

Francisco Villanueva 2023



# To be successful

1. Do the Business Licensing Wizard.
2. Create SAW account.
3. Register for your Tax and Licensing accounts.
4. Register for other licenses and permits.
5. File prior to the due date, even if you had no business activities.
6. Stay in contact with DOR and check your account for messages.

## Additional resources

1. Working families tax credit
2. Unclaimed property
3. Language assistance
4. You feedback matters



# Business Licensing Wizard

- Structure
  - Corp or LLC → Secretary of State, then DOR for tax and license accts
  - Sole prop, partner → Dept of Revenue
- Business location(s)
- Other licenses or permits
- Employees and Minor work permits
- Trade Name or Trademark
- Other documents

The screenshot shows the 'Open a business' page on the Washington State Department of Revenue website. The page includes a navigation menu with 'Open a business' selected, a search bar, and a main content area with a 'Get licensing requirements' button and a 'More information' sidebar.

Department of Revenue Washington State

Home Open a business Manage a business Taxes & rates File & pay taxes Education Forms & publications

Home / Open a business

## Open a business

Start here to get licensing requirements for your business.

Answer a few basic questions in our Business Licensing Wizard to get:

- A list of the city, state, and federal licenses your business may need.
- Contact information for each licensing requirement.
- Next steps and forms needed to apply for your Washington State Business License.

[Get licensing requirements](#)

[Ownership structure](#) [Apply for a license](#)

**More information**

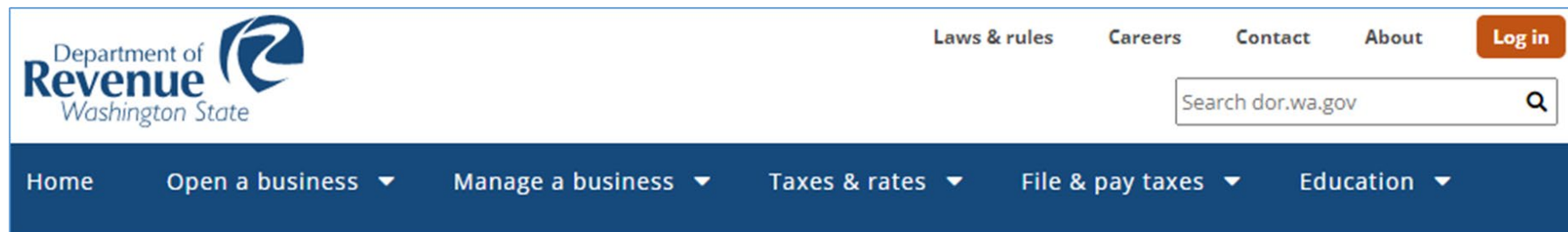
- Small Business Guidance
- Road map for opening a business
- Attend a workshop
- Reseller permits
- Sales to nonresidents
- Business licensing FAQs
- Retirement Marketplace
- New business information

[dor.wa.gov/LicenseWizard](https://dor.wa.gov/LicenseWizard) or [dor.wa.gov/open-business](https://dor.wa.gov/open-business)



# SAW Account

- You will need a SAW account to interact with most agencies.
  - Set up at either [dor.wa.gov](https://dor.wa.gov)



- Or at [secureaccess.wa.gov](https://secureaccess.wa.gov)





# Tax Basics

- B&O, PUT – This is a tax on your business.
  - We have a full class on this - Business Tax Basics.
- Sales tax – this is a tax you collect from your customers.  
[dor.wa.gov/taxes-rates/sales-use-tax-rates](https://dor.wa.gov/taxes-rates/sales-use-tax-rates)
  - Rates vary by location, up to just over 10%.
  - Business on the go? Use our Mobile app to tell you the rate at job sites.  
[dor.wa.gov/TaxRateMobile](https://dor.wa.gov/TaxRateMobile)
  - Even if you don't collect it, you owe it!
- Use tax – your business may owe on equipment and consumables.



# Know your Reporting Responsibilities

- Check out our many options at [dor.wa.gov/education](http://dor.wa.gov/education).
- Industry Guides: We have 50, and probably one for you.
- ‘Events and Workshops’ and ‘Watch a video.’
  - Business Tax Basics; Small Business Resources & Requirements (multi-agency).
  - Industry specific courses (construction).
  - My DOR Help.
  - Use tax; Personal Property Tax.
- Telephone Information Center 360-705-6705.
- Tax consultation service.
- Invite a speaker to your event.

## Online Guides

Agriculture tax guide  
Animal rescue organizations  
Apportionment  
Auto dealers  
Bail bond agencies  
Ballot measure requirements  
Beauty services  
Beekeepers tax guide  
Child care  
Commercial fishing  
Construction  
Convenience stores  
Denturists  
Direct sellers/multilevel organizations  
Fishing charters  
Food services and drinking places





# Working Families Tax Credit

- Website [workingfamiliescredit.wa.gov](https://workingfamiliescredit.wa.gov).
- Support for low to moderate income employees.
  - Similar, and in addition to Federal EITC; available to ITIN filers.
  - Must meet all criteria and *earned* income requirements.
- Use the ‘See if you qualify’ tool.
- Applications now open.
- File by Dec 31 each year.
- Sign up for notifications on the web site.

workingfamiliescredit.wa.gov

Applications now open

Department of Revenue  
Washington State

Español Search

Home Eligibility Apply Get help Resources Contact us

WORKING FAMILIES TAX CREDIT

A new tax credit for Washington workers

Individuals and families may receive up to \$1,200 back if they meet certain eligibility requirements. Apply now through Dec. 31, 2023.

See if you qualify Apply now

INDIVIDUALS AND FAMILIES TAX PREPARERS COMMUNITY PARTNERS



# Unclaimed Property

- Website

 [ucp.dor.wa.gov](http://ucp.dor.wa.gov)

- Videos

 <https://ucp.dor.wa.gov/app/videos>

Department of Revenue Washington State

Claiming Property Reporting Property About

WHAT WOULD YOU DO WITH FOUND MONEY?

It's quick, safe, and simple to find yours.

We've returned more than **\$1,331,037,991** that people forgot or didn't know existed!

Find yours

## Who might have unclaimed property?

- **Individuals:** Search and claim property belonging to you.
- **Businesses:** Must report any holdings annually. Examples:
  - **Employees:** Uncashed payroll, bounced electronic payroll deposits.
  - **Retail customers:** Credits, uncashed refunds, uncashed gift cards.
  - **Video series:** Unclaimed Property holder reporting laws.



# Language Assistance



## By telephone

- Agency employees have access to add an interpreter to any call.
- Business Licensing: 360-705-6741
- Tax assistance: 360-705-6705



## Request translation of specific website content

[dor.wa.gov/contact/accessibility-assistance-and-website-suggestions](https://dor.wa.gov/contact/accessibility-assistance-and-website-suggestions)



# Sign up for Notifications

- Find out about rate changes, law changes, workshops, videos, and other information to be in the know and be successful.
- Get reminders for your filing due dates, WFTC, and other programs.
- We have 30 topics to choose from.

**Read about the service:** [dor.wa.gov/Subscribe](https://dor.wa.gov/Subscribe)

**Sign up:** [dor.wa.gov/SubscribeNow](https://dor.wa.gov/SubscribeNow)



# Customer Experience Focus

- We need **YOU** to help us improve customer experience.
  - Customer Experience Survey on websites.
  - Live feedback from users on specific pages, tasks, and forms.
  - Volunteer to help when you subscribe for notifications at [dor.wa.gov/subscribenow](https://dor.wa.gov/subscribenow).
- We always appreciate feedback and use it to make improvements!



# Labor & Industries Support for Small Business

Presented by: Andrew Bryan  
Asst. Small Business Liaison  
[smallbusiness@lni.wa.gov](mailto:smallbusiness@lni.wa.gov) | 800-987-0145



Washington State Department of  
Labor & Industries

Small Business Office

# Department of Labor & Industries

## Some (of the Many) Programs We Administer

- Workers' compensation insurance
- Workplace health & safety
- Employment standards / wage & hour rules
- Contractor registration
- Electrician & plumber licensing
- Electrical permits
- Elevator permits
- Factory assembled structures
- Prevailing Wage
- Apprenticeships

***Keep Washington Safe & Working***

- 1. Covered Workers vs. Independent Contractors**
- 2. Workers' Compensation Insurance**
- 3. Workplace Safety & Health**
- 4. Workplace Rights (Employment Standards)**
- 5. Resources from L&I**



# Who Are Covered Workers?

Covered workers *almost **always*** include:

- ✓ Regular employees
- ✓ Temporary workers
- ✓ Family members and minors
- ✓ Casual labor



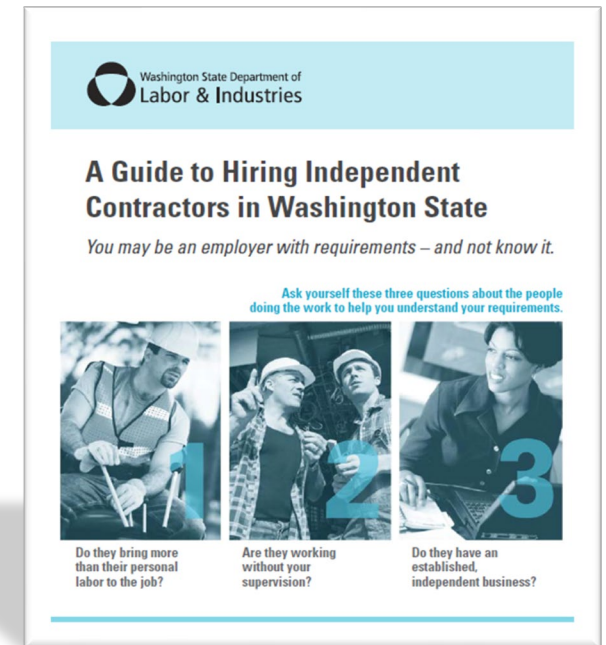
Covered workers ***may*** include:

- ✓ Owners
  - If more than 8, or if opting for coverage
- ✓ Volunteers
- ✓ Independent Contractors

# Independent Contractors

A contractor may be a covered worker unless they are...

- ✓ Free from direction and control
- ✓ In business for themselves
- ✓ Have all required business licenses
- ✓ Pay state & federal business taxes
- ✓ Have multiple clients
- ✓ Maintain own books/records



Determination on a case-by-case basis available:  
(360) 902-6868 • [Determinations@Lni.wa.gov](mailto:Determinations@Lni.wa.gov)

# Key Benefits



## Promise to injured workers

- Medical treatment
- Wage replacement
- Disability (partial/permanent)

## Promise to employers

- Insurance: don't pay claim costs
- Liability protection: no fault

# Exposure to Risk: Risk Class Rates



5301-10 Accounting: **\$0.2321**



6305-00 Retail Clothing: **\$0.3729**



3905-00 Restaurants: **\$0.4446**



3412-00 Auto Repair: **\$1.6257**



0510-00 Framing: **\$4.5631**



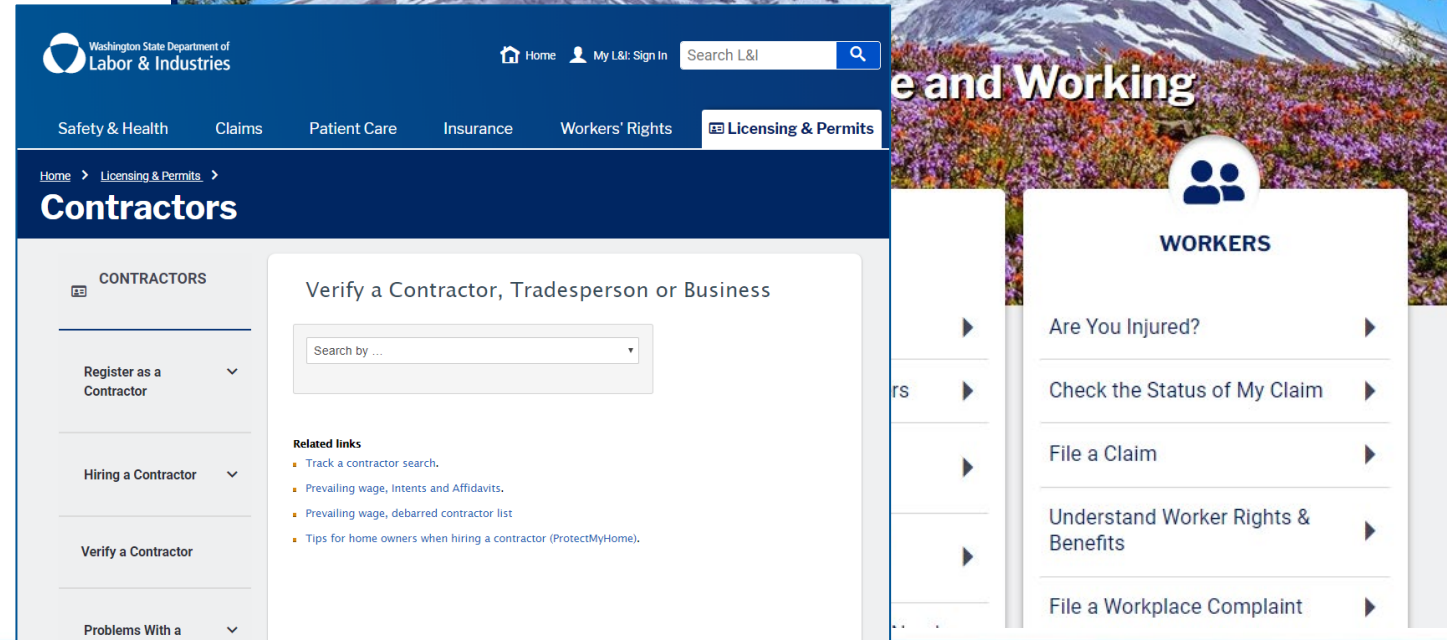
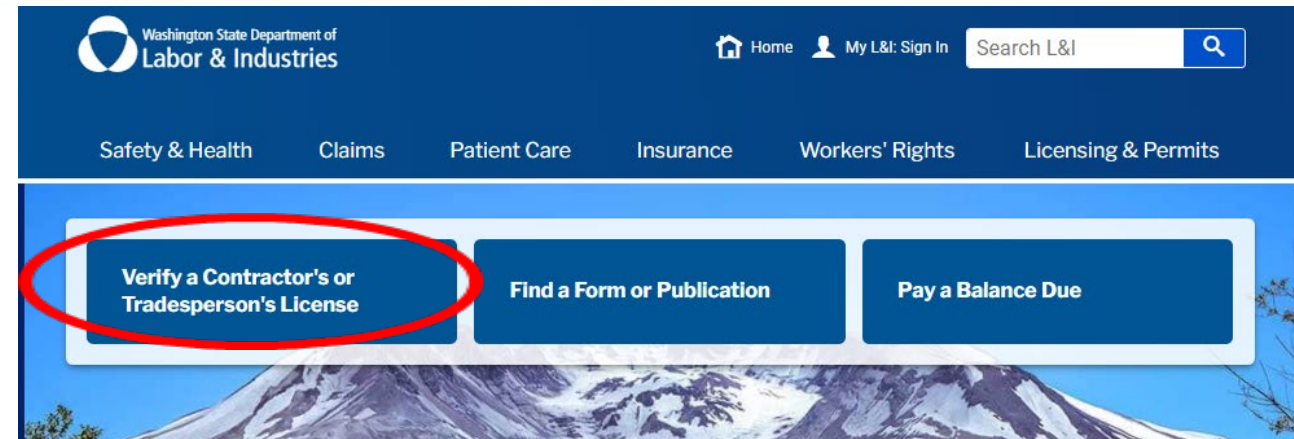
5001-03 Logging: **\$17.0515**

# Verify Tool: Find Rates & More

[Lni.wa.gov/Verify](https://lni.wa.gov/Verify)

Find:

- ✓ Risk class
- ✓ Hourly rates
- ✓ Employee deduction rates
- ✓ Account manager contact info
- ✓ Certificate of Coverage



# Quarterly Reports

## **File on time**

- Even if there are no hours to report
- Even if the business can't pay

## **Payment in full is due at filing**

- E-check, credit card (fee applies), mail-in check

## **If the business can't pay, file anyway**

- Partial payments accepted

# Recordkeeping (YTD + 3 Years)



## Employment Records

- ✓ Worker name, address, and SSN
- ✓ Daily time records (*hourly & piece workers*)
- ✓ Dates of hire and termination
- ✓ Basis of pay and rate, work week

## Financial Records

- ✓ Check register and canceled checks
- ✓ Bank statements

## Independent Contractors

- ✓ Independent contractor's legal name
- ✓ Contractor registration (if building contractor)
- ✓ UBI number
- ✓ Certificate of Workers' Comp Coverage
- ✓ Written contracts

# How to Calculate Hours Worked

## Hourly or Piece Workers

- Actual hours worked
- Includes regular & overtime hours
- Does not include vacation, sick, holiday hours

## Salaried Workers

- Choice between 2 methods
  - Actual hours (*with required daily time records*); **or**
  - Assumed 160 hours per month
- Must use one method for all

## Commissioned Workers

- Actual hours (*with required daily time records*); **or**
- Assumed 160 hours per month; **and**
  - 8 hours/day for part-time (*required record of days worked*)
- Must use same method for all



Actual hours =  
regular and overtime hours  
(Does not include holiday,  
vacation, or sick time)



# Work Injury Claims

## Workplace Injury

Seek medical attention



## Worker fills out Report of Accident

Doctor submits to L&I



## Employer notified of new claim

Fills out Employer Report of Accident



# Employer's Role During a Claim

## Compensable Claims

- When time-loss or permanent disability payments are made
- Time-loss occurs when a doctor certifies a worker is unable to work due to a workplace injury
- Can affect your experience rating, causing your rates to increase



**Employer**

Worker

Medical  
Provider

L&I  
(Claim  
Manager)

**Online Claim File Access:**

[Lni.wa.gov/ClaimInfo](https://lmi.wa.gov/ClaimInfo)

# L&I Return to Work Programs

## Early Return to Work – Get help offering light duty

[Lni.wa.gov/ReturnToWork](http://lni.wa.gov/ReturnToWork)

- L&I staff will help you create a light duty job approved by doctor

## Stay at Work

[Lni.wa.gov/StayAtWork](http://lni.wa.gov/StayAtWork)

1-866-406-2482

- Reimbursement incentives to bring your employee back to light duty work

## Preferred Worker Program

[Lni.wa.gov/PreferredWorker](http://lni.wa.gov/PreferredWorker)

1-800-845-2634

- Financial incentives to hire certified workers with “permanent medical restrictions”

# WISHA: Primary Employer Responsibilities



**WISHA Act: RCW 49.17**

- ✓ Provide a safe and healthy workplace while complying with safety and health standards
- ✓ Have an accident-prevention program (APP)
- ✓ Post a notice of job safety employer responsibility and employee rights (F416-081-909)
- ✓ Provide job related safety & health training
- ✓ Keep records of all job-related incidents

Download or order posters at [Lni.wa.gov/RequiredPosters](https://lni.wa.gov/RequiredPosters)

# Accident Prevention Program (APP)

**Employers are required to have an Accident Prevention Program that is:**

- ✓ Customized for the business
- ✓ Written and kept up-to-date
- ✓ Communicated to employees at hire and through regular meetings
- ✓ Actively practiced

**See L&I's website for:**

- Sample programs
- Tips on identifying hazards
- Resources for safety meetings



# DOSH Consultations

Consultation is a **proactive approach** to prevent workplace injuries.

Consultants help employers understand and comply with workplace safety and health rules, protect employees, and lower workers' comp costs.

Three no-fee and confidential consultation services available:

1. **Safety & Health**
2. **Ergonomics**
3. **Risk Management**

**More info:**

[Lni.wa.gov/Consultations](http://Lni.wa.gov/Consultations)



# Contractor Registration

Required for most contractors working on real property



1. In compliance with **advertising laws**
2. Proof of bond & liability insurance

Established to...

- Protect consumers
- Protect workers in high risk trade
- Combat underground economy


**More info:**

[Lni.wa.gov/Contractors](http://Lni.wa.gov/Contractors)

**Contact us:**

1-800-647-0982, [ContReg@lni.wa.gov](mailto:ContReg@lni.wa.gov)

# Workplace Rights

- Washington Small Business Guide at  BUSINESS!WA.GOV
- Equal Pay & Opportunities Act
  - Can't mandate salary/wage secrecy
  - Can't ask applicants for salary history in job interviews
  - If you have more than 15 employees, job advertisements must include salary/wage range and overview of all benefits and compensation
- Isolated worker protections for employees who works as a **janitor, security guard, hotel or motel housekeeper or room service attendant** and spends a majority of their working hours alone without another coworker present.
- Must adopt sexual harassment policy, provide panic buttons, and more

[Lni.wa.gov/Workers-Rights](https://lni.wa.gov/Workers-Rights)



# Washington State Minimum Wage

## State Minimum Wage

- **\$15.74 per hour**
  - 85% of MW for 14 & 15 year-olds: \$13.38/hour
- Adjust for inflation each year
- Tips and service charges are in addition to wages

## Regional Variance

- **Seattle: \$16.50 - \$18.69 per hour**  
*Depends on medical benefits, tips and business size*
- **SeaTac: \$19.06 per hour** *Hospitality & transportation employers*
- **Tukwila: (July 2023, if 500+ employees) \$19.06, (15-500) \$17.06 per hour**



1.5 x hourly wage for hours > 40 hours/week



- Most employees must be paid overtime unless they meet a specific exemption from the law.
  - Most common exemption – “white collar”

### **Must meet:**

- Duties Test
  - Executive, administrative, professional, outside sales
- Salary Test
  - Paid a regular salary
  - Paid at least a defined minimum salary

# Overtime Salary Thresholds

As of January 1, 2023, the state minimum thresholds in effect:

- \$57,293.60 per year for Small Employers
- \$65,478.40 for Large Employers
- State minimum exempt salary will increase gradually to 2.5 times minimum wage over period 7/1/2020–1/1/2028

Effective Date	Minimum Exempt Salary Small Employers (1-50 Employees)	Minimum Exempt Salary Large Employers (51+ Employees)
1/1/2023	1.75 x minimum wage (\$57,294 or \$1,102/wk)	2 x minimum wage (\$65,478 or \$1,259/wk))
1/1/2024 Projections	2 x minimum wage (\$69,264 or \$1,332/wk)	2 x minimum wage (\$69,264 or \$1,332/wk)

# New Agricultural Overtime Rules

- Dairy workers are eligible for overtime after working 40 hours in a workweek
- All other agricultural workers became eligible for overtime as of Jan. 1, 2022



Number of hours non-dairy agricultural employees need to work in a workweek before they are entitled to overtime:

- **Jan. 1, 2023: 48 hours**
- **Jan. 1, 2024: 40 hours**

# Rest & Meal Periods

## Rest Periods

- Paid
- 10-minute every 4 hours
- Given by end of the 3<sup>rd</sup> hour into shift

## Meal Periods

- Must be paid if required to be on duty or on call
- Required 30-minute break for every 5 hours worked
- Between 2 hours and before 5 hours into the shift

**Note:** Minor employees (under 18) and agricultural workers have different rules.



# Employing Minors

## Before hiring teens...

- Recommend safety consultation to ensure readiness
- Learn teen worker rules
  - Limitations on hours, tasks or more

## Must have...

- ✓ Minor Work Permit
- ✓ Parent/School Authorization
- ✓ Proof of age

Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs					
	Hours a Day	Hours a Week	Days a Week	Begin	Quit
<b>14-15 year-olds</b>					
School weeks	3 hours (8 hours Sat.-Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
<b>16-17 year-olds</b>					
School weeks	4 hours (8 hours Fri.-Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.-Sat.)
School weeks with a special variance	6 hours (8 hours Fri.-Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.-Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

**More Info:**

[lni.wa.gov/TeenWorkers](http://lni.wa.gov/TeenWorkers)

**Contact Us:**

(360) 902-5316, [TeenSafety@lni.wa.gov](mailto:TeenSafety@lni.wa.gov)

# Paid Sick Leave

- Must provide at least 1 hour of paid sick leave per 40 hours of work (= .025 hours of sick leave per 1 hour of work)
- Includes part-time and temporary employees
  - Not required for overtime-exempt employees
- Accrual begins immediately on hire
  - Can require 90 calendar days for use
- May use for self or family health, child's school or daycare health-related closures, or absences related to domestic violence
- Cannot retaliate (any adverse consequence) for usage

# L&I's Small Business Office

Visit [lni.wa.gov/SmallBusiness](https://lni.wa.gov/SmallBusiness) for:

- *L&I Essentials for Business* webinars in English & Spanish
- Small Business Newsletter
- Free resources



*L&I Essentials for Business*

Presented by: Andrew Bryan  
Asst. Small Business Liaison  
[smallbusiness@lni.wa.gov](mailto:smallbusiness@lni.wa.gov) | 800-987-0145

Washington State Department of Labor & Industries | Small Business Office



**Small  
Business  
Office**

[SmallBusiness@Lni.wa.gov](mailto:SmallBusiness@Lni.wa.gov)  
1-800-987-0145

**Celia Nightingale, Andrew Bryan, Andrea Muñoz**



# Thank You!

- Please contact us (Celia, Andrew, Andrea) with any questions at **[SmallBusiness@Lni.wa.gov](mailto:SmallBusiness@Lni.wa.gov)** or **1-800-987-0145**
  - Visit us at **[Lni.wa.gov/SmallBusiness](https://Lni.wa.gov/SmallBusiness)**

*Be safe and merry businesssing!*



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# DES Open House: State Contract Opportunities

**PIE PROGRAM**

DES CONTRACTS & PROCUREMENT DIVISION

**May 2023**

# HOW TO DO BUSINESS WITH THE STATE



**Is the state buying what you are selling?**



**How can your business become visible to state buyers?**



**Where can you search for contract opportunities?**

# INTRODUCTION TO DES

# WHO WE ARE AND WHAT WE DO

## Service Highlights

- Goods and services contracts:
  - Manage 200 statewide contracts with 1,500+ vendors, resulting in \$1.9B annual sales of goods and services.
- Construction projects:
  - Manage 800+ design and construction projects worth \$400M+ each year.



*We strengthen  
the business  
of government*

# HOW WE BUY



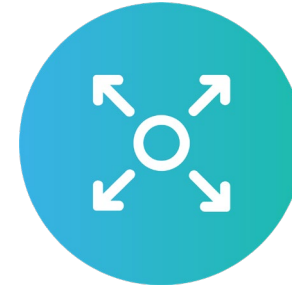
## Direct Buy

- Under \$30K (\$40K for WA small or veteran-owned business)
- No competitive process
- No WEBS solicitation



## Agency Contracts

- Higher than direct buy amount
- Must be registered in WEBS
- Must be awarded through a competitive process



## Statewide Contracts

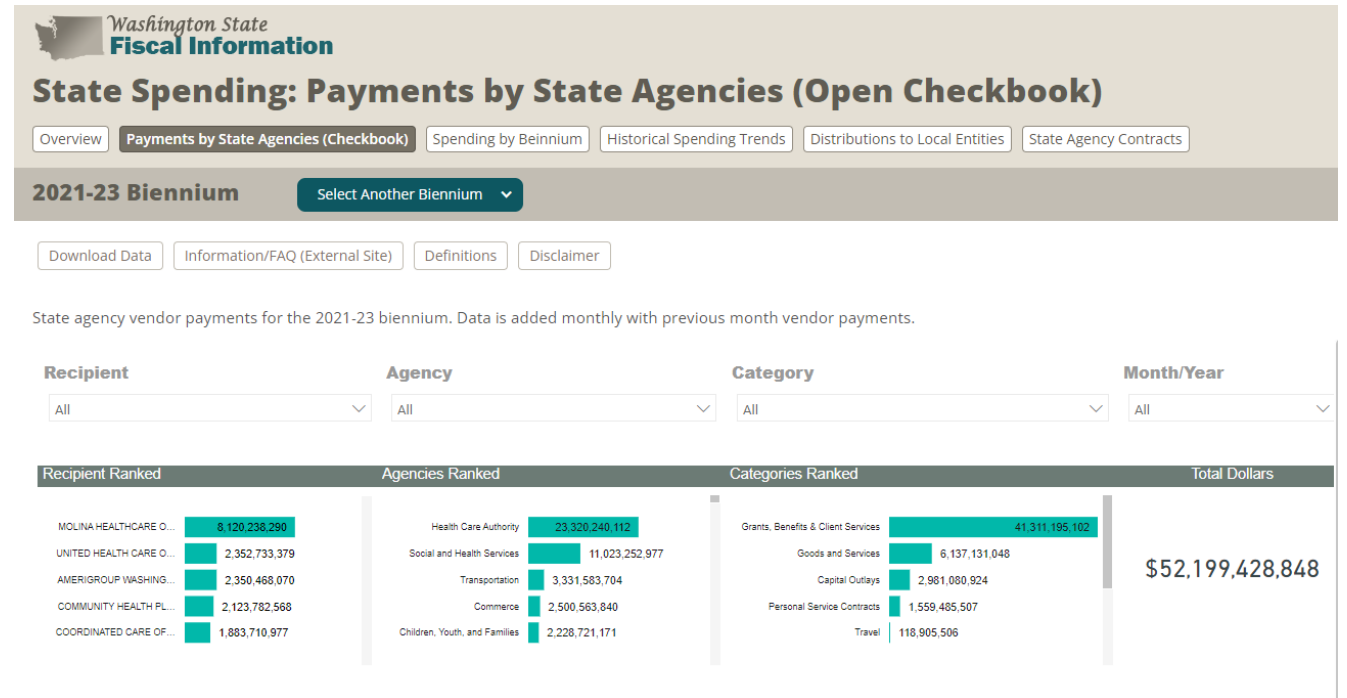
- \$1 million/year (average); multiple awards for one contract possible
- Must be awarded through a competitive process in WEBS

**IS THE STATE BUYING WHAT  
YOU ARE SELLING?**

# IS THE STATE BUYING WHAT YOU ARE SELLING?

## WA Open Checkbook

- [fiscal.wa.gov](https://fiscal.wa.gov)
- Agency spend on goods & services the past 2 years
- Are agencies spending money on your competition?





# IS THE STATE BUYING WHAT YOU ARE SELLING?

## Find agency contact info

- [wa.gov](http://wa.gov) → Government Agency Directory
- Look up WA state agencies to find phone numbers and emails
- When contacting agencies, ask for their purchasing office
- Some agency websites also have a procurement page



# IS THE STATE BUYING WHAT YOU ARE SELLING?

## Best Resource: Register in [WEBS](#)

- Businesses that want to sell goods or services to the state must register in Washington's Electronic Business Solution (WEBS)
- State purchasers use the WEBS database to search for vendors -- even for direct buy purchases

### Washington's Electronic Business Solution WEBS for Vendors

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

email ::

password ::

[LOGIN](#) → [Forgot My Password?](#)

[Register Now](#)



# WEBS REGISTRATION

## Vendor Registration

Step 1 of 5

\* Indicates Required Fields

[help](#)

### Account Administrator

The account administrator manages all information for this vendor account.

Administrator First Name *	Administrator Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>
Reenter Email Address *	<input type="text"/>
Notify the account administrator of opportunities? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display company contact information to other companies for partnering opportunities * <a href="#">what's this?</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Company Profile

Federal ID# (FEIN) * <a href="#">help</a>	OR	SSN * <a href="#">help</a>
<input type="text"/>		<input type="text"/>
Company Name *	<input type="text"/>	
DBA Name	<input type="text"/>	
Web Address	Washington UBI # <a href="#">help</a>	# of Employees *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[NEXT](#) 

### Ownership Profile

DES collects this information in order to improve our outreach and training services to the business community and for compliance with RCW 43.19.1906. This information is kept separate and apart from any solicitation acceptance or award process.

\* Indicates Required Fields

Do you wish to enter the demographic profile of your company? \*  Yes  No [help](#)

If yes, you are not required to complete the following demographic profile of the ownership of your company.

Please identify the demographic profile of the ownership of your company. \* [help](#)

American Indian/ Alaskan Native Male(s)	<input type="text"/>	% American Indian/ Alaskan Native Female(s)	<input type="text"/>	%
Asian American/ Pacific Islander Male(s)	<input type="text"/>	% Asian American/ Pacific Islander Female(s)	<input type="text"/>	%
African American Male(s)	<input type="text"/>	% African American Female(s)	<input type="text"/>	%
Latino/ Hispanic American Male(s)	<input type="text"/>	% Latino/ Hispanic American Female(s)	<input type="text"/>	%
Multi-Racial Male(s)	<input type="text"/>	% Multi-Racial Female(s)	<input type="text"/>	%
All Other Male(s)	<input type="text"/>	% All Other Female(s)	<input type="text"/>	%

Please check if you wish to be certified as a Washington Minority- and/or Women-Owned Business:

[Learn More About OMWBE Certification](#) [what's this?](#)

Please check if you wish to be certified as a Washington Veteran-Owned Business:

[Washington Veteran-Owned Business certification request](#) [what's this?](#)

Self-Certified Washington Small Business [what's this?](#)

- Not a Washington-based small business
- Small Business (Based in Washington, and either 50 or fewer employees, or less than \$7M annual gross revenue)
- Mini Business (Between \$1M and \$3M annual gross revenue)
- Micro Business (Less than \$1M annual gross revenue)

# WEBS REGISTRATION

## **Commodity codes**

- Adding commodity codes to your profile will send alerts when government purchasers post solicitations for those commodity codes

## **Commodity code examples**

- Cement / Concrete: 150-12
- Tires: 863-25
- Housekeeping Services: 952-56
- Automobiles: 071-04

# **BECOME VISIBLE TO STATE BUYERS**

# WEBS REGISTRATION

## Vendor Registration

Step 1 of 5

\* Indicates Required Fields

[help](#)

### Account Administrator

The account administrator manages all information for this vendor account.

Administrator First Name *	Administrator Last Name *
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Reenter Email Address *	<input type="text"/>
Notify the account administrator of opportunities? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display company contact information to other companies for partnering opportunities * <a href="#">what's this?</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No

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Federal ID# (FEIN) * <a href="#">help</a>	OR	SSN * <a href="#">help</a>
<input type="text"/>		<input type="text"/>
Company Name *	<input type="text"/>	
DBA Name	<input type="text"/>	
Web Address	Washington UBI # <a href="#">help</a>	# of Employees *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[NEXT](#) 

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\* Indicates Required Fields

Do you wish to enter the demographic profile of your company? \*  Yes  No [help](#)

If yes, you are not required to complete the following demographic profile of the ownership of your company.

Please identify the demographic profile of the ownership of your company. \* [help](#)

American Indian/ Alaskan Native Male(s)	<input type="text"/>	% American Indian/ Alaskan Native Female(s)	<input type="text"/>	%
Asian American/ Pacific Islander Male(s)	<input type="text"/>	% Asian American/ Pacific Islander Female(s)	<input type="text"/>	%
African American Male(s)	<input type="text"/>	% African American Female(s)	<input type="text"/>	%
Latino/ Hispanic American Male(s)	<input type="text"/>	% Latino/ Hispanic American Female(s)	<input type="text"/>	%
Multi-Racial Male(s)	<input type="text"/>	% Multi-Racial Female(s)	<input type="text"/>	%
All Other Male(s)	<input type="text"/>	% All Other Female(s)	<input type="text"/>	%

Please check if you wish to be certified as a Washington Minority- and/or Women-Owned Business:

[Learn More About OMWBE Certification](#) [what's this?](#)

Please check if you wish to be certified as a Washington Veteran-Owned Business:

[Washington Veteran-Owned Business certification request](#) [what's this?](#)

Self-Certified Washington Small Business [what's this?](#)

- Not a Washington-based small business
- Small Business (Based in Washington, and either 50 or fewer employees, or less than \$7M annual gross revenue)
- Mini Business (Between \$1M and \$3M annual gross revenue)
- Micro Business (Less than \$1M annual gross revenue)

# BECOME VISIBLE TO STATE BUYERS

## After registering in WEBS

- Certify your small, diverse, or veteran-owned business with the Office of Minority and Women's Business Enterprises (OMWBE)
- Benefits include access to lower interest rates on small business loans and better visibility among government purchasers



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

# BECOME VISIBLE TO STATE BUYERS

## Why get OMWBE Certified?

- Federally funded transportation projects have mandatory goals for participation of certified firms.
- State agencies and colleges have supplier diversity goals
- Some private companies also use OMWBE's certified firms to fulfill their supplier diversity goals





# BECOME VISIBLE TO STATE BUYERS

## Certification Types

- Federal Certification
  - Disadvantaged Business Enterprise (DBE)
  - Airport Concession Disadvantaged Business Enterprise (ACDBE)
  - Small Business Enterprise (SBE)
- State Certification
  - Minority Business Enterprise (MBE)
  - Minority Woman Business Enterprise (MWBE)
  - Woman Business Enterprise (WBE)
  - Combination Business Enterprise (CBE)
  - Socially and Economically Disadvantaged Business Enterprise (SEDBE)



# WHERE TO FIND CONTRACT OPPORTUNITIES

# WHERE TO FIND CONTRACT OPPORTUNITIES

[des.wa.gov](https://des.wa.gov)

- Sell to the State
- Bid Opportunities
- Contracts available for bidding

The screenshot shows the Washington State Department of Enterprise Services website. The header includes the logo and name, a search bar, and navigation links for Purchase, Sell to the State, Services, Policies & Legal, and About. The main content area features a breadcrumb trail (Home > Sell to the State > Bid Opportunities), a title 'Bid Opportunities', and a description: 'Find existing contracting opportunities you can bid on and view all upcoming contracting opportunities for vendors who want to work with the state.' Below this is a section titled 'Register as a vendor in WEBS' with a description of the WEBS application and a link to 'register as a vendor in WEBS'. The final section is 'Contracts available for bidding', which lists several categories of opportunities: WEBS bid opportunities, Statewide contracts, DES internal contracts, Engineering and architectural services opportunities, Construction services opportunities, Public works construction opportunities, Leasing space to Washington government, and Current and future bid opportunities.

Washington State Department of  
**Enterprise Services**

EAP | Capitol Campus

Search

Purchase ▾ Sell to the State ▾ Services ▾ Policies & Legal ▾ About ▾

Bid Opportunities

Access the Sole Source Contracts Database

Home > Sell to the State > Bid Opportunities

## Bid Opportunities

Find existing contracting opportunities you can bid on and view all upcoming contracting opportunities for vendors who want to work with the state.

### Register as a vendor in WEBS

Washington's Electronic Business Solution (WEBS) application is typically the first stop for vendors who wish to sell their goods and services to the state and bid on contracts. Here you can also explore what contracting opportunities are currently available and see the ones that are coming soon.

Learn how to [register as a vendor in WEBS](#).

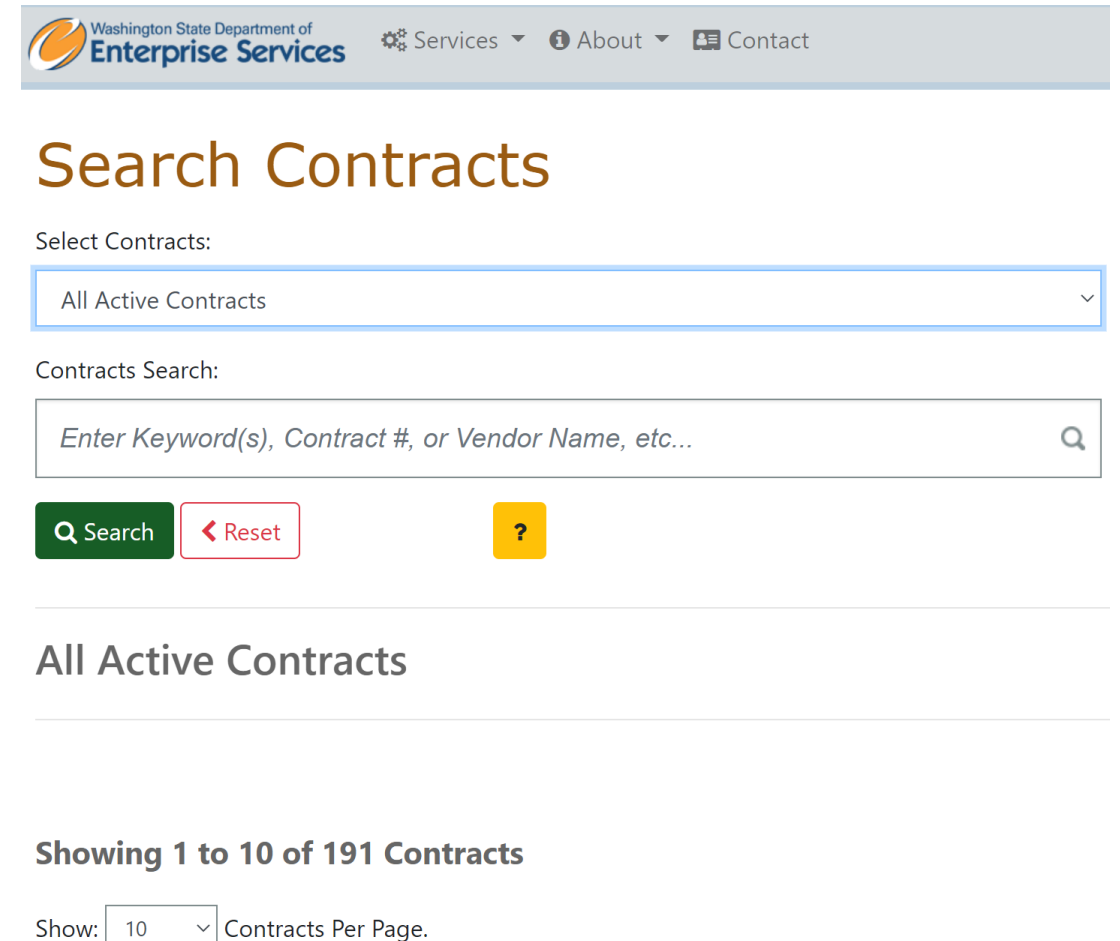
### Contracts available for bidding

- [WEBS bid opportunities](#)
- [Statewide contracts](#)
- [DES internal contracts](#)
- [Engineering and architectural services opportunities](#)
- [Construction services opportunities](#)
- [Public works construction opportunities](#)
- [Leasing space to Washington government](#)
- [Current and future bid opportunities](#)

# WHERE TO FIND CONTRACT OPPORTUNITIES

## Statewide Contracts

- Search all active DES statewide contracts
- Use search bar to find contracts related to your business
- Contact the contract specialist to identify opportunities to be added to the contract.



The screenshot shows the 'Search Contracts' interface on the Washington State Department of Enterprise Services website. At the top, there is a navigation bar with the logo and links for 'Services', 'About', and 'Contact'. Below the navigation bar, the page title 'Search Contracts' is displayed in a large, bold, orange font. Underneath the title, there is a section labeled 'Select Contracts:' with a dropdown menu currently set to 'All Active Contracts'. Below this is a search bar labeled 'Contracts Search:' with the placeholder text 'Enter Keyword(s), Contract #, or Vendor Name, etc...'. To the right of the search bar is a magnifying glass icon. Below the search bar are three buttons: a green 'Search' button with a magnifying glass icon, a red 'Reset' button with a left-pointing arrow, and a yellow button with a question mark. Below the search bar and buttons, there is a horizontal line, followed by the text 'All Active Contracts'. Another horizontal line follows. At the bottom of the screenshot, there is a summary line that reads 'Showing 1 to 10 of 191 Contracts'. Below this, there is a 'Show:' label followed by a dropdown menu set to '10' and the text 'Contracts Per Page.'

# WHERE TO FIND CONTRACT OPPORTUNITIES

## Planned Procurements

Washington State Department of Enterprise Services Services About Contact

## Search Contracts

Select Contracts:

Contracts Search:



## Current and Future Bid Opportunities

This report identifies contracting opportunities. Vendors interested in being notified of Washington State bid opportunities must register with Washington's Electronic Business Solution (WEBS).

Click on column headers to sort.

Showing 1 to 10 of 31 Contracts

10 Contracts Per Page.

Search Contracts:

Contract #	Contract Title	Est. Term Worth	Est. Annual Worth	Buyer	Previous Contract(s)	Commodities	Notes	Project Schedule
07621	ADA Vans, Mini vans and Specialty Vehicles	\$0.00	\$800,000.00	Mark McClurkin	01617			
17522	Automatic External Defibrillator (AED)	\$0.00	\$3,700,000.00	April Overstreet	00917			
15422	Communication Access Transcription (CAT)	\$0.00	\$300,000.00	Antoinette Wynne	03116			
05820	Computer Equipment, related Peripherals & Services (NVP)	\$0.00	\$0.00	Michelle Jemmott	05815			
11421	Cutting Edges for Snow Plows and Graders	\$0.00	\$0.00	Shapoor Naveed	03014			
16922	Deicer Storage Tanks and Accessories	\$0.00	\$150,000.00	April Overstreet	07514			

# WHERE TO FIND CONTRACT OPPORTUNITIES

[omwbe.wa.gov](http://omwbe.wa.gov)

- “Bids & Opportunities”

## Other websites

- [PTAC](#)
- [Tabor 100](#)
- [Port of Seattle](#)
- [City of Seattle](#)

The screenshot shows the homepage of the Washington State Office of Minority & Women's Business Enterprises Certification Portal. The header features the organization's logo and name, along with social media icons for Facebook, Twitter, and LinkedIn. A search bar is located in the top right corner. The main navigation menu includes links for Home, Certification, Directory of Certified Businesses, Supplier Diversity, Subcabinet on Business Diversity, Small Business Assistance, and About Us. The main content area is divided into six tiles: Certification (Apply for Federal, State or both certifications), Certified Directory (Search for certified businesses), Bids & Opportunities (Upcoming opportunities), Business Diversity Subcabinet (Governor Inslee's appointed subcabinet), Linked Deposit Loan Program (Access to capital for certified firms), and Calendar (Upcoming events and training).

# RESOURCES

# RESOURCES

Are you visible to state buyers?

Register in WEBS; get OMWBE certified

---

Do you know where to check for planned procurement?

DES, OMWBE

---

Have you checked WA Open Checkbook?

fiscal.wa.gov

---

Are you signed up for updates and opportunities?

<http://bit.ly/diversebizupdates>

---



Do you know where to go for technical assistance and networking?

---



# RESOURCES

## SCAN Program

- State Contracts Assistance Network
  - 30+ Business Organizations and Programs helping small, diverse, and veteran owned businesses
- Distribute bid notices, newsletters, and other communication related to the state contracts.
- Help register on WEBS and getting certified by OMWBE and VA.

- Provide technical assistance:
  - Workshops by PTAC to prep RFP,
  - Business classes & seminars (scholarship provided to SCORE' classes), and
  - Tabor 100-hands on assistance
- Help connect in the business communities for further help and resources.

[Kim.sauer@des.wa.gov](mailto:Kim.sauer@des.wa.gov)  
[DESPIEProgram@des.wa.gov](mailto:DESPIEProgram@des.wa.gov)

(360) 688-4915

# RESOURCES

## State Contracts Assistance Network (SCAN)

WA Procurement Technical Assistance Center (PTAC)	Tabor 100	Black Owned Business Excellence (BOBE)	Greater Seattle Business Association	Northwest Mountain Supplier Diversity Council (NWMSDC)
Seattle Latino Chamber of Commerce	Seattle Washington State Korean Association	South Sound BIPOC Chamber	Thurston County Chamber of Commerce	Tri-Cities Hispanic Chamber of Commerce
WA Small Business Development Center (SBDC)	WA State Microenterprise Association (WSMA)	Women's Business Enterprise Council Pacific (WBEC-Pacific)	Yakima County Development Association	SCORE

# RESOURCES

## SCAN PARTNERS

- [African Chamber of Commerce](#)
- [Black Owned Business Excellence \(BOBE\)](#)
- [Business.wa.gov](#)
- [Greater Seattle Business Association\(GSBA\)](#)
- [Northwest Mountain Supplier Diversity Council \(NWMSDC\)](#)
- [Greater Seattle Chapter-SCORE](#)
- [Seattle Latino Chamber of Commerce](#)
- [Greater Seattle Korean Association](#)
- [Korean-American Chamber of Commerce](#)
- [South Sound BIPOC Chamber](#)
- [Tabor 100](#)
- [Thurston County Chamber of Commerce-BIPOC Business](#)
- [Tri-Cities Hispanic Chamber of Commerce](#)
- [WA Procurement Technical Assistance Center \(PTAC\)](#)
- [WA Small Business Development Center \(SBDC\)](#)
- [WA State Microenterprise Association \(WSMA\)](#)
- [Women's Business Enterprise Council Pacific \(WBEC-Pacific\)](#)
- [Yakima County Development Association](#)

# RESOURCES

## SCORE GREATER SEATTLE

**SCAN Point of Contact at SCORE:** [sgs-desdbsprogram@scorevolunteer.org](mailto:sgs-desdbsprogram@scorevolunteer.org)

### **Mentoring and Technical Assistance**

Email with the subject line “SCAN – Need Mentor”. In the body of your email, be sure to include your full name, email, phone, a brief description of the help you need and your type of business.

### **Business Workshops**

Email with the subject line “SCAN – Workshop Registration”. In the body of your email, be sure to include your full name, email, phone, as well as the name, date and time of the workshop you’d like to attend.

Upcoming Workshops: <https://www.score.org/seattle/local-workshops>

# RESOURCES

## UPCOMING DES EVENTS

### [State Contracting Opportunities & Open House](#)

Next session Thursday, June 15, 2023

Virtual

### [Washington Regional Contracting Forum](#)

Wednesday, September 20, 2023

In Person: Auburn, WA

### [Sign up for DES Business Diversity Email](#)

# CONTACT US



[Despieprogram@des.wa.gov](mailto:Despieprogram@des.wa.gov)  
[WEBSCustomerService@des.wa.gov](mailto:WEBSCustomerService@des.wa.gov)



[Des.wa.gov](https://des.wa.gov)

# **ORIA**

**By Hugo Nicolas,  
Small Business Consultant**



**GOVERNOR'S OFFICE  
FOR REGULATORY  
INNOVATION & ASSISTANCE**

# The Governor's Office for Regulatory Innovation and Assistance (ORIA)

- ORIA helps people navigate Washington's environmental and business regulatory systems. We assist citizens and businesses with information and understanding about local, state, and federal regulatory requirements.
- **Small Business Liaison Team**
- **Information Center**
- Environmental Permit Assistance
- Regulatory Fairness Act
- Permit Timeliness

## Our mission

The Governor's Office for Regulatory Innovation and Assistance (ORIA) helps people navigate Washington's environmental and business regulatory systems and collaborates for innovative process improvements.

## Our vision

All required information is easily accessible and government is experienced as helpful, reasonable and responsive.

## Our culture

We are public servants that embrace and encourage innovative approaches to foster collaboration and teamwork. Everyone contributes to the discovery of solutions. We continually learn and value honesty, respect and credibility.



# Small Business Liason Team



Washington State  
Department of Social  
& Health Services



washington  
**healthlink**  
click. compare. select.



OFFICE of the  
**INSURANCE  
COMMISSIONER**  
WASHINGTON STATE



GOVERNOR'S OFFICE  
FOR REGULATORY  
INNOVATION & ASSISTANCE



DEPARTMENT OF  
**ECOLOGY**  
State of Washington



Washington State  
Department of  
**Commerce**



**EMERGENCY MANAGEMENT DIVISION**  
Citizens Serving Citizens with Pride & Tradition



Washington State Commission  
on Asian Pacific American Affairs



WASHINGTON STATE  
DEPARTMENT OF  
**VETERANS  
AFFAIRS**  
"Serving Those Who Served"



WASHINGTON STATE  
**LGBTQ  
COMMISSION**



WASHINGTON STATE  
WOMEN'S COMMISSION



Washington State  
**Liquor and Cannabis Board**



Washington State Office of  
**MINORITY &  
WOMEN'S  
Business Enterprises**



Department of  
**Revenue**  
Washington State



Washington State Department of  
**Labor & Industries**



Washington State Department of  
**Enterprise Services**



Washington State Department of  
**Health**



**Employment  
Security  
Department**  
WASHINGTON STATE



Washington State Commission On  
**African American Affairs**



WASHINGTON STATE DEPARTMENT OF  
**LICENSING**



Washington Department of  
**FISH & WILDLIFE**



**WASHINGTON**  
Secretary of State



**CHA**  
LA COMISION DE  
ASUNTOS HISPANOS



Washington State  
**Human Rights Commission**

The SBLT is a partnership of 29 state agencies working to improve access to regulatory education and agency resources for small business owners across the state.

# Small Business Liaison Team

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## EXECUTIVE ORDER 12-01 REGULATORY REFORM AND ASSISTANCE TO HELP SMALL BUSINESSES SUCCEED AND GROW

**WHEREAS**, with 95 percent of Washington employers having fewer than 50 workers, these small businesses are one of the main drivers in our state's economy; and

**WHEREAS**, small business success and growth are critical to the overall economic health of our state and nation; and

**WHEREAS**, regulatory red tape reduction across state agencies and access to more consistent and coordinated online resources are especially critical in tough economic times so small businesses can focus on sales and operations;

[Executive Order 12-01 \(wa.gov\)](#)

# SBLT



## WASHINGTON STATE SMALL BUSINESS LIAISON TEAM

AGENCY	SERVICES	LIAISON
GOVERNOR'S OFFICE FOR REGULATORY INNOVATION & ASSISTANCE	Assistance with local, state, and federal business licensing regulations and environmental permitting.	  Hugo Nicolas 360-584-9698 <a href="mailto:Hugo.Nicolas@gov.wa.gov">Hugo.Nicolas@gov.wa.gov</a>
DEPT. OF LABOR & INDUSTRIES	Regulate Workers Compensation; employment standards & policies; workplace safety & health, and Contractor registration.	 Celia Nightingale 360-902-4865 Andrew Bryan 360-902-4730 Andrea Muñoz 360-902-6035 <a href="mailto:smallbusiness@lni.wa.gov">smallbusiness@lni.wa.gov</a>
DEPT. OF REVENUE – BUSINESS LICENSING SERVICE	One-stop state and city business licensing services.	 Kim Johnson 360-705-6615 <a href="mailto:kimberlyj@dor.wa.gov">kimberlyj@dor.wa.gov</a>
DEPT. OF REVENUE – OTHER	Tax account registration, state business excise taxes, reseller permits, and tax incentives/credits.	 Tom Wieland 360-705-6603 <a href="mailto:tomw@dor.wa.gov">tomw@dor.wa.gov</a>
EMPLOYMENT SECURITY DEPT.	Regulate Unemployment Insurance, Paid Family Medical Leave, Labor Market Information, and Work-Source program.	 Rafael Colon 360-878-4088 <a href="mailto:smallbusiness@esd.wa.gov">smallbusiness@esd.wa.gov</a>
SECRETARY OF STATE	Register Corporate Business Entities,	 360-725-0377

[https://www.oria.wa.gov/portals/ oria/VersionedDocuments/Business Publications/sbl\\_flyer.pdf](https://www.oria.wa.gov/portals/oria/VersionedDocuments/Business%20Publications/sbl_flyer.pdf)

# WA Small Business Guide

- Plan Your Business,
- Start Your Business,
- Payroll –what you need to know and do to pay employees,
- Open Your Business – for out of state employers opening operations in WA,
- Run Your Business –which covers ongoing activities for business operations – including recurring reporting and tax requirements,
- Grow Your business –which includes a variety of resources to facilitate business growth, and finally
- Close Your business – for when you're ready to transition



# ORIA INFORMATION CENTER

The IC Team is experienced, knowledgeable and ready to answer questions, guide you through the regulatory process and connect you with small business resources.

[business.wa.gov](https://business.wa.gov)

- Planning a Business
- Business Licensing & Registration
- Permitting Requirements
- local, state, and federal environmental regulatory requirements.
- Hiring Employees
- Payroll Reporting
  
- Small Business Guide ([English](#), [Spanish](#), [Russian](#), [Korean](#), [Vietnamese](#), and [Chinese](#))
- Regulatory Handbook
- Small Business Requirements & Resources Workshops
- Small Business Liaison Team (SBLT)
- Economic Business Resilience Newsletter

# ORIA INFORMATION CENTER

The ORIA Information Center is open weekdays from 8:00 a.m. to 4:30 p.m. to answer your questions about local, state, and federal regulatory requirements. Our services are free and are available by Phone, Chat, Text, and Email.

[business.wa.gov](https://business.wa.gov)

800-917-0043

[help@oria.wa.gov](mailto:help@oria.wa.gov)

# Environmental Permitting Assistance



GOVERNOR'S OFFICE  
FOR REGULATORY  
INNOVATION & ASSISTANCE



# Who Do We Help

---

- Citizens who have questions or concerns about environmental permitting
- Business or industry that want to expand operations
- Developers who are proposing new projects
- Local government with questions on environmental permitting or seeking assistance





# Reminders

- We are not a regulatory agency
- We can't direct agencies to take a specific course of action
- We can't lobby for or against a project
- We provide advice and guidance
- Examples of our assistance:
  - I am opening a new business what license, permits do I need?
  - I don't have a social security number how can start my businesses?
  - How can I get become a contractor tor the state?
  - I need help with understanding labor laws?



# BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL

## OUR MISSION

---

**PROMOTING A PROSPEROUS  
COMMUNITY BY PROVIDING A  
PROGRESSIVE WORKFORCE SYSTEM**

<https://www.bentonfranklinwdc.com/>

<https://www.linkedin.com/company/bentonfranklinwdc/>



# What is the Benton-Franklin Workforce Development Council

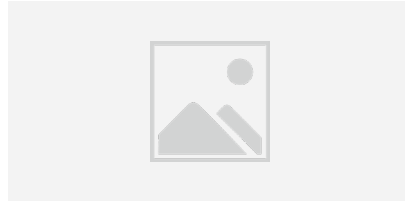
Convener of the public workforce development efforts in Benton & Franklin counties with an annual operating budget of over \$5.1 million

Oversees the funding and provides oversight of WorkSource Columbia Basin facility, a proud partner of the American Job Centers, and services at Tri-Cities Futures

<https://www.bentonfranklinwdc.com/>

<https://www.tcfutures.org/>

<https://www.facebook.com/WorkSourceColumbiaBasin>



# WorkSource Columbia Basin - Eight Partners Under One Roof

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815 North Kellogg Street, Suite C, Kennewick, WA 99336  
Hours: 8 am – 5 pm Monday – Friday, Phone (509) 734-5900

## EMPLOYMENT



**137,300**

Regional employment / 161,552,255 in the nation

## WAGES



**\$61,015**

Avg Wages per Worker / \$68,838 in the nation

**1.7%** ↑

Avg Ann % Change Last 10 Years / +1.2% in the U.S.



**100.0%**

% of Total Employment / 100.0% in the U.S.



**3.1%** ↑

Avg Ann % Change Last 10 Years / +3.6% in the U.S.



## TOP OCCUPATION GROUPS



## TOP INDUSTRIES

Avg Ann % Change in Employment, Last 10 Years

**4.6%** ↑



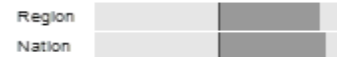
Health Care and Social Assistance

**2.0%** ↑



Retail Trade

**1.5%** ↑



Administrative and Support and Waste Management and Remediation Services

# SPOTLIGHT SUMMARY

Total – All Industries  
Kennewick-Pasco-Richland  
MSA-2022Q4

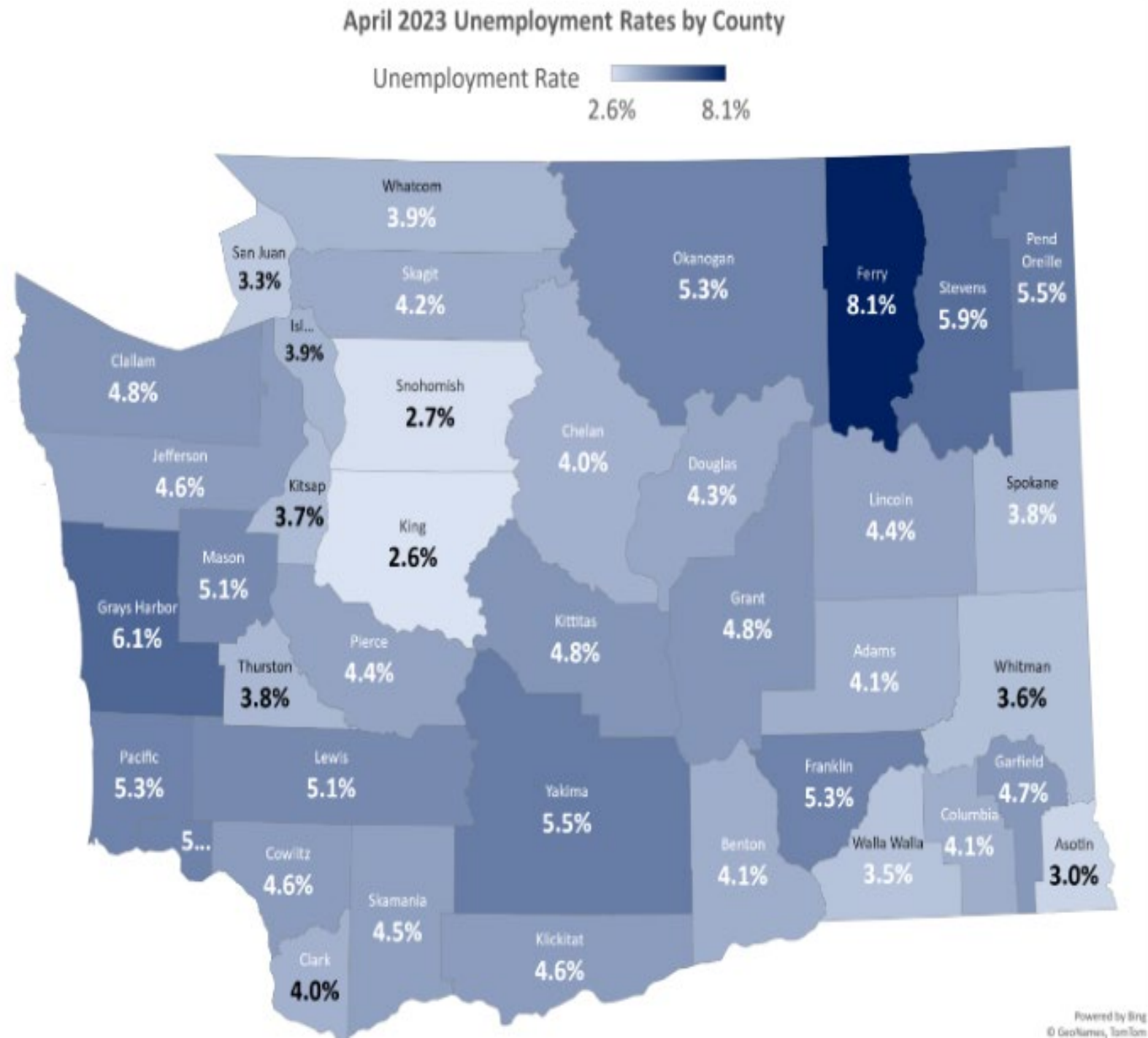
Source: JobsEQ, <http://chmuraecon/jobseq>  
2023 Churma Economics & Analytics

# Labor Force Unemployment by County Snapshot

April 2023

- Benton 4.1 %
- Franklin 5.3 %

Source:  
<https://esd.wa.gov/labormarketinfo/monthly-employment-report>

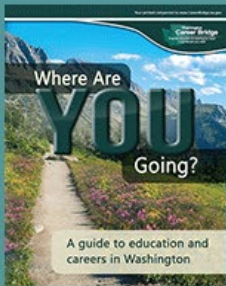


EXPLORE CAREERS

VIEW JOB TRENDS

FIND EDUCATION

PAY FOR SCHOOL



Printed guide available

## Find education and plan your career in Washington

Explore Careers



Which careers fit your interests?

TAKE A QUIZ

View Job Trends



Which jobs are in demand?

FIND OUT MORE

Find Education



How do programs perform?

START YOUR SEARCH



# Training and Assessments

- World of Work (WOWI)
- Meyers-Briggs

## Find Education



Narrow your search by location, job title, and more.

Enter keywords or school/college name

### Search by Location

Zip Code (60 mile radius)  OR County

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Adams    | <input type="checkbox"/> Asotin              | <input checked="" type="checkbox"/> Benton |
| <input type="checkbox"/> Chelan   | <input type="checkbox"/> Clallam             | <input type="checkbox"/> Clark             |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Cowlitz             | <input type="checkbox"/> Douglas           |
| <input type="checkbox"/> Ferry    | <input checked="" type="checkbox"/> Franklin | <input type="checkbox"/> Garfield          |

### Additional Search Options

- Offered Online *i*
- Programs with Performance Results *i*
- ETP Only *i*

- Job Title:
- School/college:
- Education Type:

SAVE TO MY DASHBOARD

[Start New Search](#)

SEARCH

# Services

- Workforce Planning
- Labor Market Data
- Online Recruitment Tools
- Worker Training
- Staffing Resources
- Access to Job Fairs & Hiring Events
- Tax Incentives
- Layoff Aversion and/or Assistance



**Business Services Team (509) 734-5953**

**Email: [wscbemployers@esd.wa.gov](mailto:wscbemployers@esd.wa.gov)**



A proud partner of the AmericanJobCenter network

# WORKSOURCE COLUMBIA BASIN MENU OF SERVICES

Connecting businesses to job seekers, as a proud partner of the American Job center Network under Washington state's WorkSource brand. Services are offered at no cost to businesses and job seekers through a network of locations and partners.

## JOB SEEKERS

### JOB SEARCH

- Workshops
- Résumé assistance
- Interview preparation
- Networking
- One-on-one support
- Job search/Job match: WorkSourceWA.com

### CAREER PLANNING & TRAINING

- Counseling, coaching, and assessment tools
- Labor market and wage information
- Career exploration
- GED® preparation
- Training, certification, and apprenticeship opportunities

### RESOURCES

- Referrals to healthcare, housing, transportation and food assistance
- Veteran services
- Translation or interpretation services

### HIRING EVENTS

- Job fairs
- Employer hiring events
- Mock interviews
- Employer panels

### TECHNOLOGY

- Computers, internet access, copiers, printers, telephones and faxes
- Americans with Disabilities Act (ADA) accessible

## BUSINESS

### RECRUITMENT ASSISTANCE

### HIRING EVENTS

### WORKER TRAINING RESOURCES

### LAYOFF AVERSION & ASSISTANCE

### LABOR MARKET DATA & FORECASTS

### TAX INCENTIVE ASSISTANCE

**Call us at 509-734-5900 option 7**

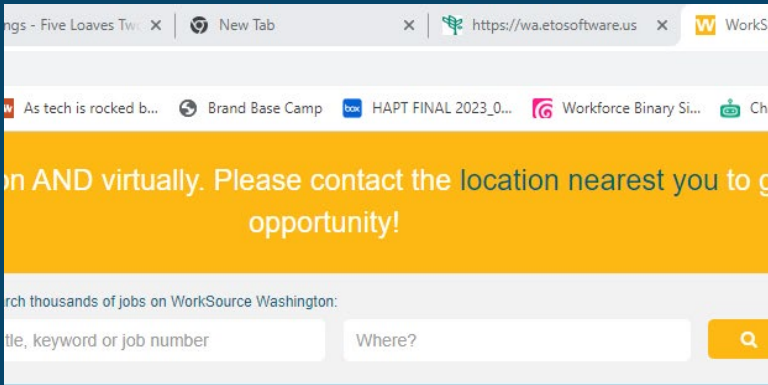
Visit [WorkSourceWA.com](http://WorkSourceWA.com) to set up a job seeker or business account and to view a calendar of events.



A proud partner of the AmericanJobCenter network

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711





# WorkSourceWA.com



POST JOBS ONLINE AT NO  
COST



SEARCH FOR RESUMES THAT  
MEET YOUR JOB CRITERIA



HIRE A VETERAN



TARGET CANDIDATES  
IN LOCAL  
ZIP CODES

- No-cost Job platform for businesses and job seekers
- Promote your hiring event via the statewide online calendar



A proud partner of the AmericanJobCenter network



**Tiffany Alviso, Chief  
Executive Officer**

Benton-Franklin WDC  
815 North Kellogg St., Suite C  
Kennewick, WA 99336

**Phone:** (509) 734-5993

**E-Mail:** [talviso@bf-wdc.org](mailto:talviso@bf-wdc.org)

**Web:** [bentonfranklinwdc.com](http://bentonfranklinwdc.com)

**WorkSource Columbia Basin**

815 N. Kellogg St., Suite D, Kennewick, WA 99336

Hours 8 am – 5 pm, P (509) 734-5900, Option 7

Business Team (509) 734-5953

<https://www.facebook.com/WorkSourceColumbiaBasin>

**Tri-Cities Futures**

6816 W Rio Grande Ave Suite C110

Kennewick, WA 99336

Hours 8 am – 5 pm

P (509) 537-1710

<https://www.tcfutures.org/>



Any Questions?

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**THANKS!**