

# Pathway to Doing Business with WMATA

## Office of Procurement & Materials

Tamara Roberts  
Category Manager  
June 23, 2022



# Who We Are

- **Tamara Roberts** – Executive Services
- **Norie Calvert** - Construction
- **Judy Davis** – Bus
- **Refiloe Magosi** – Inventory
- **Irene Mathis** – Information Technology (IT)
- **Jontae Rice** – Facilities/Maintenance
- **Fred Voellm** – Rail



# Who We Are and What We Do

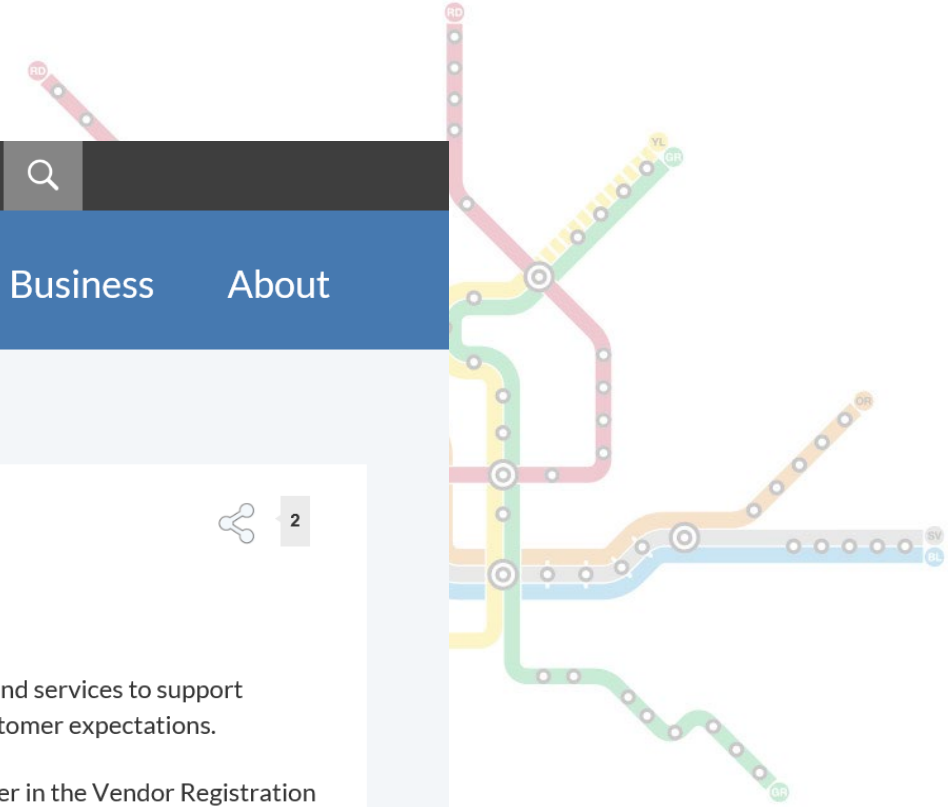
- Transit provider for the National Capital Region, providing safe, clean and reliable service to both residents and visitors.
  - Third largest rail transit system
  - Sixth largest bus network
  - Fifth largest paratransit service
- We keep METRO moving – by providing expert, professional acquisition services in support of the transportation service needs of customers across the jurisdictions serviced by Metro, while maintaining compliance with federal and local agency procurement laws and regulations.

# How To Do Business with Us

- All Procurements are solicited through our Supplier Portal on our METRO website ([www.WMATA.com](http://www.WMATA.com))
- Vendors must be registered as a bidder to bid for items or projects
- All bids, quotes and proposals must be submitted electronically
- Updated W9's are required to be fully setup as a vendor for any award to be issued



## Accessing the Supplier Portal



**M metro** Washington Metropolitan Area Transit Authority

Service Schedules & Maps Rider Guide Fares Initiatives Business About

Home | Business | Procurement | Procurement and Contracting

### PROCUREMENT AND CONTRACTING

- [WMATA Procurement Opportunities](#)
- [WMATA Supplier Portal](#)
- [Automated Vendor Invoicing](#)
- [Vendor Resources](#)
- [Surplus Property](#)

## Procurement and Contracting

[Moving Business to the Future: Metro's Virtual Conference](#) 📄

The Office of Procurement and Material is dedicated to providing quality goods and services to support Metro's mission in a professional and ethical manner while striving to exceed customer expectations.

Before bidding on procurements being sourced by Metro, all vendors must register in the Vendor Registration System.

- To create a profile, use our [New Vendor Registration System](#).
- To review and/or update your password, business telephone number, point of contact, or email address please follow this link: [Vendor Registration Update](#).

# Responding to Solicitations

- Be sure to read RFQ, IFB, RFP solicitations thoroughly for all requirements
- Be sure to read the instructions to ensure your proposal is response, RFP's have three parts
- Check for any DBE or MBE requirements
- Pricing must be All Inclusive (shipping, etc.)
- Be sure to submit your bid/proposal before the solicitation closing date and time
- Issues with the WMATA supplier portal should be directed to [PRMT\\_SupplierSupport@wmata.com](mailto:PRMT_SupplierSupport@wmata.com)



# Tips for Success!

Responding to Requests for Proposals (RFPs) Successfully

Proposal Format Instructions/Requirements –

- ✓ PRICE SCHEDULE – **VOLUME I**
- ✓ TECHNICAL PROPOSAL – **VOLUME II**
- ✓ SUBMITTAL REQUIREMENTS IN EVALUATION CRITERIA – **VOLUME III**
- ✓ SOLICITATION, OFFER & AWARD FORM (must be signed) – **VOLUME III**
- ✓ REPRESENTATIONS AND CERTIFICATIONS (must be signed) – **VOLUME III**
- ✓ PRE-AWARD EVALUATION DATA (must be signed) – **VOLUME III**
- ✓ ACKNOWLEDGMENT OF AMENDMENTS (must be signed, if any) – **VOLUME III**
- ✓ PROOF OF INSURANCE ELIGIBILITY – **VOLUME III**
- ✓ APPENDIX B (if applicable) – **VOLUME III**



# Upcoming Procurements

- Electrical Contractors MATOC
  - Summer 2022
- Sewage Ejector Replacement – Phase A
  - Fall 2022
- General Contractors
  - Fall 2022
- Chiller Upgrades and Plan Rehabilitation at 4 Facilities
  - Fall 2022
- Traction Power State of Good Repair Contract 2
  - Winter 2022/2023



# Questions?



# Thank You!

We Look Forward to Doing Business with You

# Pathway to Doing Business with Metro – WMATA's Supplier Portal

June 23<sup>rd</sup>, 2022



## Agenda

During this session we will discuss:

- What is the WMATA Supplier Portal
- Supplier Profiles
- WMATA Supplier Portal Layout

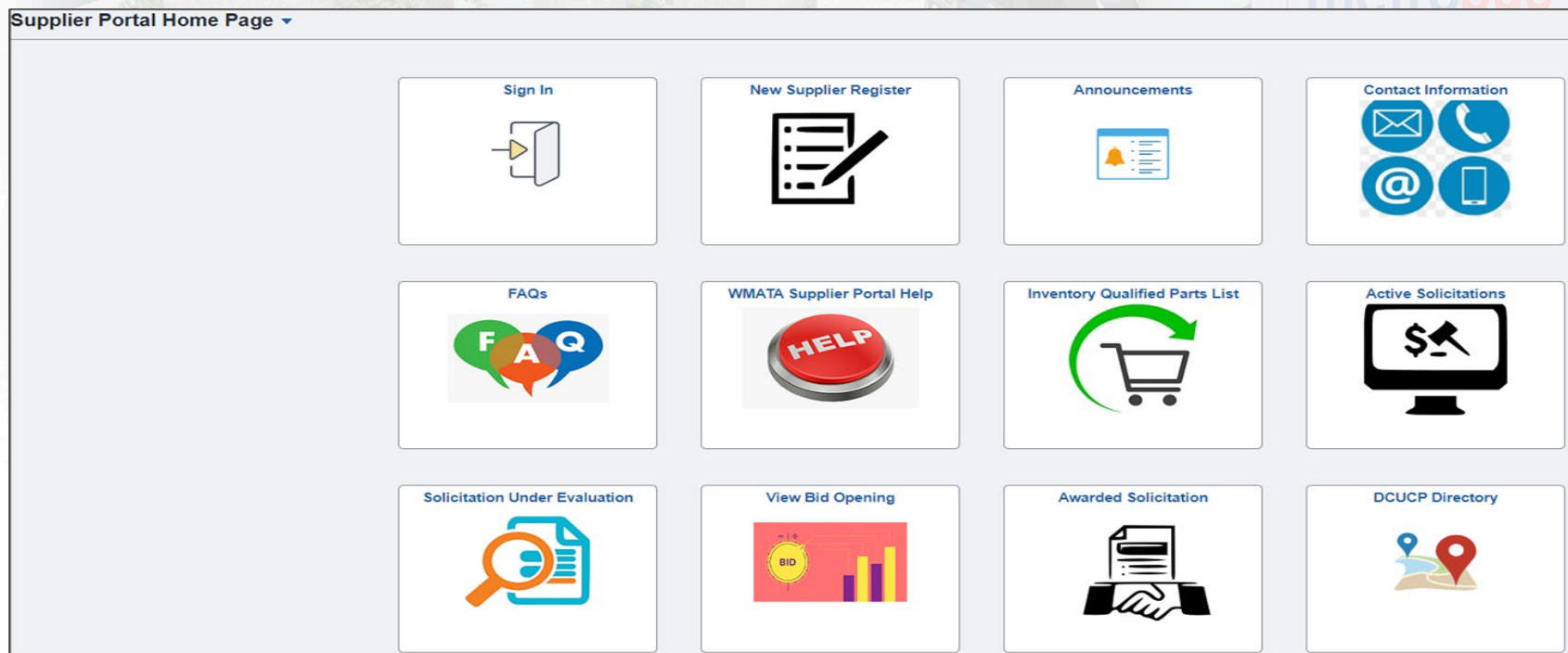
## What is the WMATA Supplier Portal?

The WMATA Supplier Portal is a PeopleSoft application customized for the Washington Metropolitan Area Transit Authority (WMATA).

The WMATA Supplier Portal is designed to conduct business transactions in a secure self-service environment through an internet-based portal for current and potential suppliers and will be the primary source for WMATA advertised solicitations.

## Supplier Profiles (1 of 2)

Suppliers (individuals or organizations) interested in conducting business with WMATA must complete the New Supplier Registration process on the WMATA Supplier Portal website. (<https://supplier.wmata.com>).



## Supplier Profiles (2 of 2)

Once registered, Supplier profiles within the WMATA Supplier Portal are characterized as either bidders or vendors.

### Bidders

- Access active solicitations
- View & submit bids/proposals/quotes
- View awarded contracts
- Update business address & contacts
- Apply or renew DBE certifications
- Reset passwords
- Submit prompt payment
  - Sub-contractors on existing contract

### Vendors (WMATA Only)

- Access active solicitations
- View & submit bids/proposals/quotes
- View awarded contracts
- Update business address & contacts
- Apply or renew DBE certifications
- Reset passwords
- *Review Purchase Order (PO) transactions*
- *Acknowledge PO's*
- *Review invoices*
- Submit prompt payment

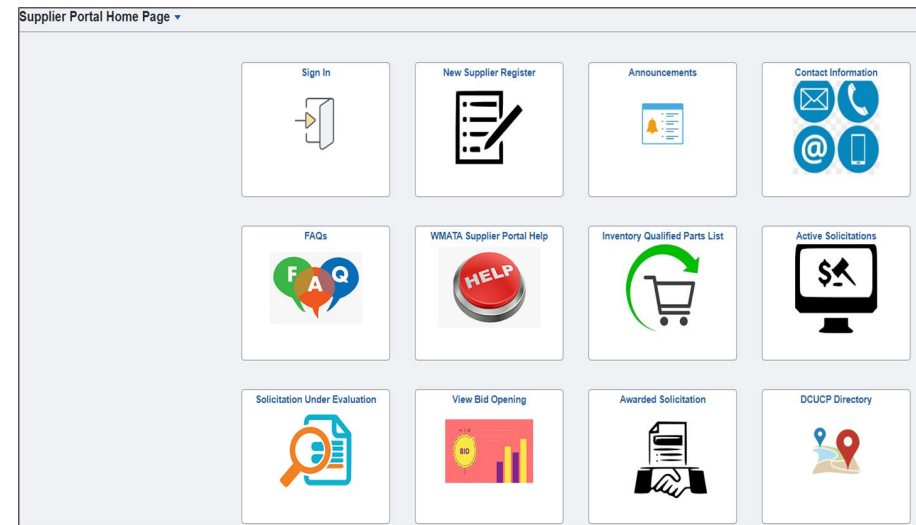
# WMATA Supplier Portal Layout

## WMATA Supplier Portal Layout

### New Supplier Landing Page!

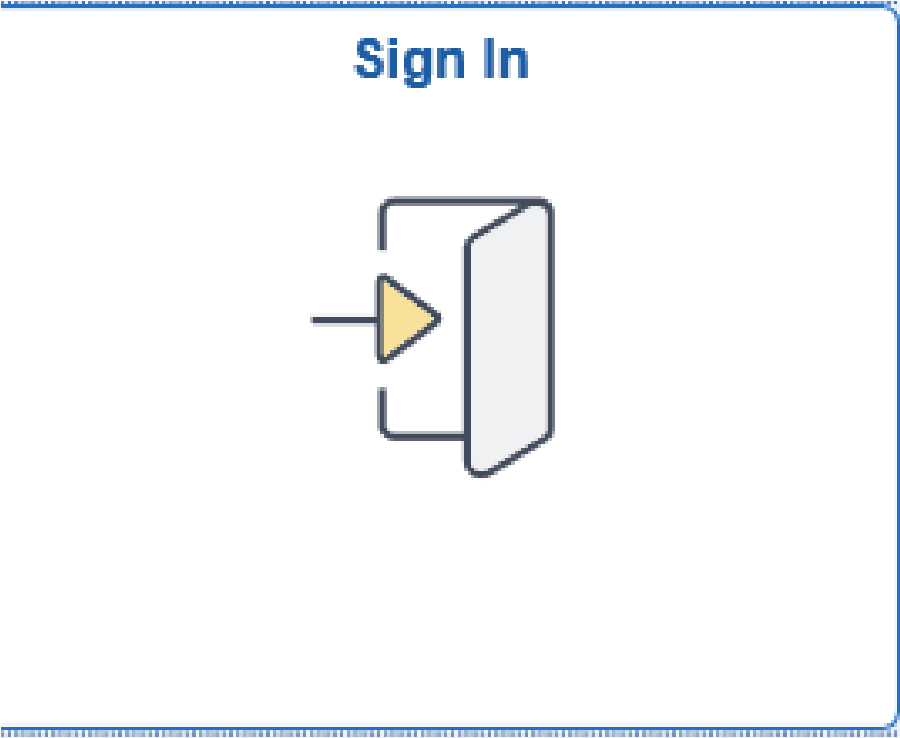
A few features Suppliers can expect to see are:

- **Homepage** – new **Homepages** will provide *Tiles* (action icons), similar to the functionality currently available on most smartphones and tablets.
  - Delivered Homepages:
    - **Supplier Portal Home Page**
    - **Manage Supplier**
    - **Purchasing and Accounting**
    - **Socio-Economic Services**
- **Quick Access/NavBar** – users will retain access to their previously saved **Favorites** and continue to be just one click away from their **Most Recently Visited** items.



## Sign In

The Sign In tile is in the left corner of the page. Prior to performing any action within the WMATA Supplier Portal, you must sign in to your account using your registered User ID and Password.



Sign In

User ID

Password

Password

☐ Enable Screen Reader Mode

Sign In

[Forgot Password?](#)

## Active Solicitations

By selecting this tile, Suppliers may view active public solicitation opportunities or solicitation notifications. This information is viewable by registered and non-registered suppliers.

### Active Solicitations



#### View Solicitations and Bids

Welcome, BASCO  
User: BASCO

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search:

Solicitation ID:

Solicitation Name:

Solicitation Type: 

Rfx

Solicitation Status: 

Posted

Results Should Include:

☒ Request For Information

☒ Solicitations(Over \$250,000)

☒ Simplified Acquisitions(Under \$250,000)

Start Date: 

From: 

TH

Through: 

TH

End Date: 

From: 06/06/2022 

TH

Through: 

TH

Search

Clear Criteria


Manage Saved Searches

Save Search Criteria

Search Results			Personalize   View All   <div>23</div>		First	1-10 of 10	Last
Solicitation ID	Solicitation Name	End Date	Solicitation Method	Contract Id			
WMATA-0000008610	SOLICITATION NOTICE TO SUBCONTRACTORS - NORTHERN	12/31/2022 11:47 AM EST	RFP				
WMATA-0000008662	OHAW Strategic IDIQ	06/21/2022 02:00 PM EDT	RFP	COHAW222201			
WMATA-0000008688	Ramp-equipped Minivan and Uplifting Services	09/01/2022 02:00 PM EDT	RFP	FACCS222218-SV			
WMATA-0000008706	Bike Parking Equipment, Operations and Maintenance	06/08/2022 02:00 PM EDT	IFB	FLAND222139			
WMATA-0000008763	UNIFIED CONTENT MANAGEMENT SYSTEM	06/10/2022 02:00 PM EDT	RFP	CIT01222160			
WMATA-0000008800	Dry Fire Standpipe Replacement	06/08/2022 02:00 PM EDT	IFB	FRBIR222210			

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WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY



## View Bid Opening

By selecting this tile, Suppliers may view the bid opening results along with a listing of suppliers who responded. This information is viewable once a solicitation closes.



Bid Opening Results

Preliminary Bid Opening Results

Disclaimer : Preliminary Bid Results are provided as a convenience to suppliers for informational purposes, but should be used for reference only as bids are manually reviewed for accuracy.

Solicitation ID:

Solicitation Name:

End Date:

From:

Through:

Search

Clear All

Search Results

First 1.4 of 4 Last

Solicitation Id	Solicitation Name	End Date	Contact
WMATA-000008511	Essential Circuit Breakers & Parts	05/02/2022 2:00PM EDT	Jontae M Rice
WMATA-000008666	7K SMP Overhaul Kits, Gearbox Unit	03/25/2022 2:00PM EDT	Davis, Jessica
WMATA-000008667	Paint Materials/Supplies for Buses	05/18/2022 2:00PM EDT	Sharon M Vanzie
WMATA-000008672	On-Call Legal Services	04/01/2022 2:00PM EDT	Lanisha L New

## Solicitations Under Evaluation

By selecting this tile, Suppliers may view the status of a solicitation while it is undergoing the evaluation process. This information is viewable once a solicitation closes.

### Solicitation Under Evaluation



#### View Solicitations and Bids

Welcome, BASCO

User: BASCO

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search:

Solicitation ID:

Solicitation Name:

Solicitation Type:

Solicitation Status:

Results Should Include:

- ☒ Request For Information
- ☒ Solicitations(Over \$250,000)
- ☒ Simplified Acquisitions(Under \$250,000)

Start Date: From:  Through:

End Date: From:  Through:

[Manage Saved Searches](#) [Save Search Criteria](#)

Search Results					<a href="#">Personalize</a>   <a href="#">View All</a>   <a href="#">Help</a>
Solicitation ID	Solicitation Name	End Date	Solicitation Method	Contr	
WMATA-0000008610	SOLICITATION NOTICE TO SUBCONTRACTORS - NORTHERN	12/31/2022 11:47 AM EST	RFP		
WMATA-0000008662	OHAW Strategic IDIQ	06/21/2022 02:00 PM EDT	RFP		COH.
WMATA-0000008688	Ramp-equipped Minivan and Uplifting Services	09/01/2022 02:00 PM EDT	RFP		FAC
WMATA-0000008706	Bike Parking Equipment, Operations and Maintenance	06/08/2022 02:00 PM EDT	IFB		FLAN
WMATA-0000008763	UNIFIED CONTENT MANAGEMENT SYSTEM	06/10/2022 02:00 PM EDT	RFP		CITO
WMATA-0000008800	Dry Fire Standpipe Replacement	06/08/2022 02:00 PM EDT	IFB		FRBI

## Awarded Solicitations

By selecting this tile, Suppliers may view solicitations that have been awarded and the amount of the awarded contract. This information is viewable to as far back as 2017.

### Awarded Solicitation

#### Awarded Solicitations

Solicitation ID	Solicitation Name	Award Date	Awarded Vendor
1 0000008836	Rehabilitation Kit, 999460010	06/01/2022	The Aftermarket Parts Company LLC
2 0000008433	CDULS21012 - Shop Equipment and Furniture	05/31/2022	Westex Group Inc
3 0000008433	CDULS21012 - Shop Equipment and Furniture	05/31/2022	Westex Group Inc
4 0000008760	CSCES22010 - SCWL Forklift Service	05/31/2022	Eastern Lift Truck Company Inc
5 0000008814	Forklift, Diesel, 8,000 lb. Capacity	05/23/2022	American Material Handling, Inc.
6 0000008773	New Managers Desk for CTF	05/19/2022	Adaptaspace Inc
7 0000008676	MTPD High Dynamic Range (HDR) Photography Equipme	05/12/2022	Faro Technologies Inc
8 0000008448	Contact Center Best Practices Industry Benchmark	05/02/2022	AT&T Corp
9 0000008518	RFP# CPLAN222056 - BUS PLANNING SOFTWARE	04/29/2022	Via Transportation Inc
10 0000008733	CSMNT22074, ReMarkable Tablets	04/26/2022	District Safety Products Inc
11 0000008805	Event 8805	04/26/2022	The Aftermarket Parts Company LLC
12 0000008767	Incident Management Framework Training Services	04/20/2022	LeanForward
13 0000008788	Event 8788	04/19/2022	Cummins Inc.
14 0000008412	7K SMP Overhaul of Rooftop HVAC Unit	04/12/2022	Merak North America
15 0000008559	7K SMP Truck Overhaul Kits	04/05/2022	Kawasaki Rail Car Inc
16 0000008735	Event 8735	03/23/2022	Cummins Inc.
17 0000008723	Event 8723	03/17/2022	The Aftermarket Parts Company LLC
18 0000008720	Event 8720	03/16/2022	Cummins Inc.
19 0000008720	Event 8720	03/16/2022	Johnson & Towers Baltimore Inc
20 0000008721	Event 8721	03/15/2022	The Aftermarket Parts Company LLC
21 0000008695	Event 0000008695	03/11/2022	Cummins Inc.
22 0000008708	E050019_AUTOEvent_2022-03-07	03/10/2022	Cummins Inc.

## Awarded Solicitation



## Inventory Qualified Parts List

By selecting this tile, interested suppliers can view WMATA's parts list for future procurements.



### Part/Supplier Qualifications

## Suppliers Wanted

Washington Metropolitan Area Transit Authority is looking to expand our Supplier data base by qualifying parts for future procurements.



Supplier contacts WMATA QPG by email. Supplier will receive a Questionnaire & part information form to completed and returned to WMATA QPG.

WMATA provides Supplier detail of parts. Supplier then produces First Article Inspection (FAI) pieces at Suppliers Cost.

Parts are then evaluated through FAI and testing requirements.

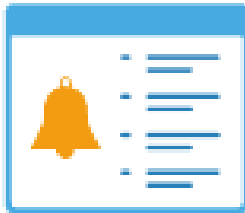
Parts that meet all requirements will be added to the qualified Parts List and Supplier will be notified.

The attached spreadsheet shows the parts we are currently soliciting qualification for.

## Announcements

The Announcements tile provides announcements related to activities like WMATA Outreach events, fairs, and business changes.

### Announcements



#### Announcements

##### **Important Notice:**

##### **System Outage and Updates:**

WMATA recommend suppliers use the Microsoft Edge browser for the best user experience.

##### **\*\*Special Instructions to Vendors\*\***

The Washington Metropolitan Area Transit Authority's (WMATA) fiscal year ends on June 30, 2022. Please submit all invoices for goods and services rendered during the fiscal year by COB on June 28, 2022 to the following:

Email: [apinvoice@wmata.com](mailto:apinvoice@wmata.com)

Mail: WMATA-Accounts Payable

PO BOX 1910

Beltsville, MD 20704-1910

Fax: 1-866-543-9063

Invoices must contain a valid and accurate WMATA Purchase Order number for prompt payment. Invalid or incomplete invoices would result in payment delays.

Should you have any questions or need further assistance, please send an email to [print\\_suppliersupport@wmata.com](mailto:print_suppliersupport@wmata.com).

## FAQs

View popular Frequently Asked Questions regarding doing business with WMATA

### FAQs



Washington Metropolitan Area Transit Authority



Select Language | ▼

Service Schedules & Maps Rider Guide Fares Initiatives Business About

Home | Business | Procurement | Supplier Portal Frequently Asked Questions

#### PROCUREMENT AND CONTRACTING

WMATA Procurement Opportunities

WMATA Supplier Portal

Procurement Opportunities Newsletter

Automated Vendor Invoicing

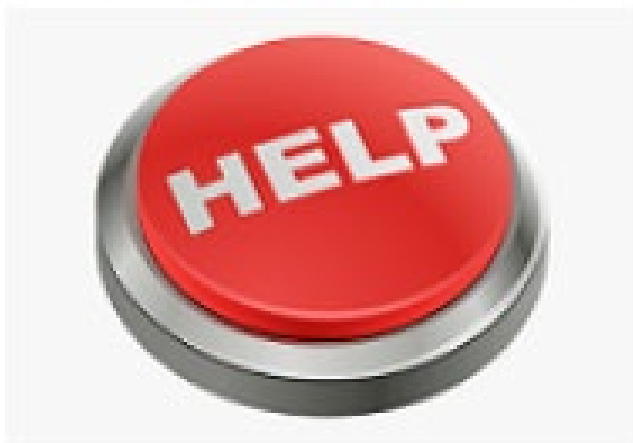
### Supplier Portal Frequently Asked Questions

- [I am interested in doing business with WMATA. How do I register as a new supplier?](#)
- [What information do I need to register as a new supplier?](#)
- [What if I am already a registered supplier?](#)
- [What if I forgot or unable to locate the User ID \(username\)?](#)
- [What if I forgot my password?](#)
- [Why am I not receiving the password reset emails?](#)
- [How do I change/reset my password?](#)
- [How do I add additional users?](#)

## WMATA Supplier Portal Help

The WMATA Supplier Portal Help tile provides downloadable content to help you navigate throughout the WMATA Supplier Portal. There is also a link to FAQs to assist in answering commonly asked questions.

### WMATA Supplier Portal Help



#### [Supplier Portal FAQs](#)



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RELEASES

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[Metro's privacy policy](#)

### Supplier Portal Tips & User Guides

Follow these important tips when using our registration system:


- Use the arrow keys on each page to navigate between pages; do not
- Use only the supported browsers Internet Explorer 9 and above or
- Usernames and passwords are case sensitive; after 3 incorrect tries
- Login data expires if not used within 90 days.

 [Supplier Portal Overview and Basic Navigation](#)

 [New Supplier Registration](#)

 [Supplier Portal Password Reset](#)

 [Maintain Supplier Address Information](#)

 [Maintain Supplier Contact Information](#)

 [Maintain Supplier NAICS/SIC Codes](#)

 [View Active Solicitation Opportunities](#)

 [Submit an Electronic Solicitation Bid or Proposal](#)

 [View Solicitations Under Evaluation](#)

 [View Preliminary Bid Opening](#)

 [View Awarded Solicitations](#)

## Contact Information

The Contact Information tile provides links to Customer Support departments to assist you with your questions, concerns, or issues regarding the WMATA Supplier Portal.







### Contact Information









- ✉ For questions related to Accounts Payable please email [APSupport@WMATA.com](mailto:APSupport@WMATA.com)
- ✉ For any question related to Certification programs, please email [sbpohotline@wmata.com](mailto:sbpohotline@wmata.com)
- ✉ For any questions related to Supplier Portal please email [PRMT\\_Suppliersupport@WMATA.com](mailto:PRMT_Suppliersupport@WMATA.com)
- 👤 or call (202) 962-5151

# WMATA Supplier Homepage Layout




**Manage Supplier Profile ▾**

<b>View and update address</b> 	<b>View and update contact info</b> 	<b>NAICS and Standard Industrial</b> 	<b>Attach Documents</b> 
<b>Change My Password</b> 	<b>My System Profile</b> 		

**Purchasing and Accounting ▾**

<b>Purchase Orders</b> 	<b>Acknowledge Purchase Orders</b> 	<b>View Order Summary</b> 
<b>View Receipts</b> 	<b>Invoices</b> 	<b>Payments</b> 

**Socio-Economic Services ▾**

<b>DBE/SBE/MBE Certification</b> 	<b>Vendor Prompt Payment Report</b> 	<b>Sub-Contractor Prompt Payment</b> 
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## Manage Supplier Profile Homepage

On the Manage Supplier Profile homepage, suppliers can View and update address, View and update contact info, Manage NAICS codes, Attach Documents (W9, Bank Information), Change Password

View and update address



View and update contact info



NAICS and Standard Industrial



Attach Documents



Change My Password



## Purchasing and Accounting Homepage

On this homepage, suppliers can View Purchase Orders, Acknowledge Purchase Orders, View Order Summary, View Receipts, Payments

### Purchase Orders



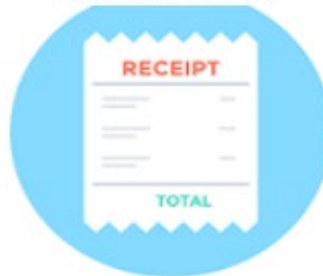
### Acknowledge Purchase Orders



### View Order Summary



### View Receipts



### Payments



## Socio-Economic Services Homepage

On this homepage, suppliers can submit their DBE/SBE/MBE Certification, Vendor Prompt Payment Report, Sub-Contractor Prompt Payment

### DBE/SBE/MBE Certification



### Vendor Prompt Payment Report



### Sub-Contractor Prompt Payment





## Contacting Us

For issues or questions related to the WMATA Supplier Portal:

- Please contact: [PRMT\\_SupplierSupport@wmata.com](mailto:PRMT_SupplierSupport@wmata.com)

For issues or questions related to DBE, SBE:

- Please contact: [SBPO hotline@WMATA.com](mailto:SBPO hotline@WMATA.com)

For issues or questions related to Solicitation Opportunities:

- Please contact the Contracting Officer or Contract Administrator listed on the solicitation document.