Procurement Portal Tips and Tricks

The Workforce IT Support Center (Workforce ITSC) has identified ways to use the Procurement Portal more effectively and unlock its full potential.

1) Use keywords
Many procurements have titles that provide little insight into their purpose. For this reason, Workforce ITSC reviews and tags them with keywords to facilitate searching. Terms include implementation, digital transformation, communication, and infrastructure; and allow end users to find relevant matches more easily.

2) Try quotations and other Boolean searches
If you are looking for a specific procurement, quotation marks allow you to search for an exact phrase. Using the “addition” (+) or “and” (&) symbols between words will further narrow your results.

3) Explore links to vendors and states
If a vendor listed has a profile in our Solutions Marketplace, a hyperlink will allow you to learn more about them. When viewing procurement details, the state hyperlink takes you to the state technology profile where you can learn more about that state’s current IT systems and how they operationalize Workforce Innovation and Opportunity Act (WIOA) programs.

4) Look for trends
Although causal relationships can be difficult to determine without complete knowledge of each procurement and its outcome, looking for patterns in the portal can help users understand trends in the public workforce ecosystem. Helpful information includes who the active vendors are, as well as what programs and platforms are currently being modernized.

5) Identify funding sources
Procurement documents often include how state agencies are structured, relevant project history, and the funding source(s) available for each project. By reviewing these documents, users can see examples of Request for Proposal/Information (RFP/RFI) language and gain valuable insights into how various agencies are funding their projects.

Visit http://naswa.org/witsc for more information on our products and services.