



STATE OF WASHINGTON

DEPARTMENT OF SERVICES FOR THE BLIND

4565 7th Ave SE, Lacey, WA 98503 • PO Box 40933 • Olympia, WA 98504-0933

Subject: Competitive Solicitation – No. VR25-0027 for Internship Payroll Services

Interested Parties,

The Department of Services for the Blind (DSB) is currently soliciting for internship payroll services for vocational rehabilitation customers. The successful vendor will not only provide payroll services but also serve as the Employer of Record. The bid will close on January 7, 2025.

To participate in this bid opportunity, your business must be registered in [Washington's Electronic Business Solution \(WEBS\)](#). You can find more information about WEBS [here](#).

Once registered in WEBS, your company will receive solicitation communications by WEBS-generated email – including the official bid posting – based on the commodity codes you select when you register in WEBS. The upcoming contract opportunity is listed under the following commodity codes. Please note that these codes are subject to change.

- 946-10 Financial Services: Accounting and Billing Services

Questions about registering for WEBS may be directed to [WEBS Customer Service](#), 360-902-7400, from 8 a.m. to 5 p.m. Monday through Friday.

DSB does not share material information on solicitations before they are posted with potential bidders to maintain a fair bidding process for all. However, DSB welcomes feedback and suggestions on developing requirements, qualifications, or any other relevant information for the solicitation.

DSB might not act on every suggestion, but the information gathered helps to conduct the best and fairest solicitation possible.

If you have any questions, feel free to contact the Procurement Coordinators at: DSBContracts@dsb.wa.gov

Thank you,

Liz Tunison
DSB Contracts Manager