



workforce  
SOUTHWEST WASHINGTON

# Contract Management Portal User Guide



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## Introduction

Our vision at Workforce Southwest Washington (WSW) is to help individuals find work and companies find workers. To achieve this, we develop, design, fund and administer programs to meet the specific workforce needs of the companies and people in Clark County, Cowlitz County, and Wahkiakum County to further the region's economic growth and viability. To ensure that our investments contribute to the regional economic growth and business sustainability, WSW is rolling out a contract management tool to streamline and standardize the contractor experience. The following user guide is for existing contractors of WSW if questions arise. Also, WSW will host open hour technical assistance sessions monthly found [here](#).

## Open Funding Opportunities

All open funding opportunities will be found via the online portal [linked here](#). If you are a First-Time Applicant, set up your Account by clicking **New Applicant**. If you are a past Applicant, your past applications will be found here after the October 2021 RFP cycle. You will be able to save and continue your application as needed. Notification of contract award status will be sent via email.

## Access to Platform

To set up your account, go to the online portal [linked here](#). Click **New Applicant** and create a secure password for your account. Each organization can have multiple contacts per contract with WSW.

## Requirements

All on-going requirements can be found via the online portal [linked here](#), under the Requirements tab. Select New Requirements, In Progress Requirements, or Submitted Requirements from the drop down list.

Reminder notifications will be sent via email 10 days prior to when all requirements are due to WSW.

Requirements include the following:

- Monthly Invoices
- Quarterly Progress Reports
- Monthly Reports
- Monitoring Questionnaires

## Modifications

Due to the everchanging economic environment, WSW understands the need for contract modifications. This process will occur via the online contractor portal [linked here](#), under the Requirements tab.

Notifications will be sent via email when the Modification requirement is posted to the portal.

Upon completion of the modification, WSW will send confirmation of completion with the updated contractual agreement attached via email for review and signature.