



Frequently Asked Questions (FAQ)

SOUND TRANSIT MATERIALS, TECHNOLOGY AND SERVICES (MTS) SECTION

VENDOR DROP IN
1ST Tuesday of Every Month
11:00am to 12:00pm
401 S Jackson St. Seattle WA 98104

1. **What is a Vendor Drop In?** Vendor Drop In allows businesses the opportunity to meet with Sound Transit's Materials, Technology and Services Section (aka Goods and Services). Vendors can drop in and meet with a Contracts Specialist to learn about how to do business with Sound Transit, how to respond to solicitations, and other questions about working with Sound Transit.
2. **How do I register?** You do not need to register. Just drop in between the hour listed above.
3. **What is the cost?** No cost. This is free for all interested firms who want to attend.
4. **What are the hours?** The Sound Transit team will be available to answer questions from 11:00am to 12:00pm.
5. **How often will this event be offered?** We plan to offer this event on the first Tuesday of each month, although on occasion we may cancel due to a holiday.
6. **Who is invited?** Any vendor is welcome to attend, but the focus is on vendors providing goods and services, not construction or A&E.
7. **Do I need a table?** No. Sound Transit will provide a meeting room where firms can drop in and circulate with the MTS Section representatives. Businesses can check in at the Reception Desk in Union Station, 401 S Jackson St, Seattle, WA, to learn which room.
8. **What should I bring?** You may bring your business card or any company literature to drop off, but it is not required.
9. **Is there a formal program scheduled?** No, but in the event several vendors are present, we may do a quick overview of how to do business with Sound Transit and leave the rest of the time to meet with Vendors. A representative from the Office of Small Business Development and Labor Compliance will also be available.
10. **Can we join via web conference?** Unfortunately web conferencing will not be made available. The good news is that we will be conducting Vendor Drop In hours every month and your firm will have the opportunity to attend it as your schedule allows.



11. **Is this the right place to market our commodity?** Yes, you will be able to meet with a Contracts Specialist to discuss your offerings. The Contracts Specialist can share the information with interested staff at Sound Transit.
12. **I am a small, minority owned business and am seeking additional guidance on how to do business with a public entity such as Sound Transit. What can you provide at this event?** A representative from the Office of Small Business Development and Labor Compliance can discuss with you pertinent information such as small business requirements, outreach events and technical assistance.
13. **What will be the benefit for me to attend?** You will be able to learn how to do business with Sound Transit, how to register on the Sound Transit Vendor Portal, update your profile on the vendor portal, learn about the current procurements on the street, hear tips on how to respond to solicitation documents, and ask any procurement questions you may have.
14. **Since I already do business with ST, should I attend?** If your company currently contracts with Sound Transit, attendance may not be as beneficial as for a vendor that is new to Sound Transit, but all are welcome to come.
15. **Is there a bid process currently going on?** We have formal and informal solicitations going on throughout the year. Sound Transit posts a bi-weekly “[Snapshot](#)” of current procurements estimated at over \$150,000 on our website at soundtransit.org, and vendors may review active solicitations on the Sound Transit Vendor Portal, located at <http://vendorportal.soundtransit.org>.
16. **How do I access the solicitations?** We publish all formal solicitations exceeding \$150,000 on our Sound Transit Vendor Portal website for interested firms to view and download the documents and submit their bids/proposals as required in the solicitation. To download the solicitation documents, the vendor must first be logged into the vendor portal at <http://vendorportal.soundtransit.org>.
17. **Do we need to RVSP or anything? Is there a form or application required to participate?** No, this is open to any company interested in doing business with Sound Transit and learn about the procurement process.
18. **Will there be parking available and if so, do you validate parking?** There are multiple parking facilities throughout the area, however we do not validate parking. Union Station has easy access to public transit through bus, light rail, Sounder and streetcar.
19. **Can I attend this event more than one time?** Yes.

Submit questions to contractshelp@soundtransit.org.