



1. Enter contract type (required), for example, Purchasing Contracts > Blanket Purchase Contracts.

* Select one or more types of contract

Blanket Purchase Contracts X

2. Search by **Supplier** name, **Contract Title**, or **Contract ID** (or any combination of the 3 fields).

Supplier (Payable contract vendors / firms)

Mairos

(Note: If you experience issues with your search, try searching using only the first three characters of the item that you are searching for in these search fields.)

3. Click the **Search** button.

Search

4. In the contracts listed in the *Contract Search Results*, click on the **View Document** button.

Search for contracts by choosing one or more search filters below. Click on the search button to see your result.

Please Select one or more types of contract

* Select one or more types of contract

Blanket Purchase Contracts X

Keywords

Enter Keywords (multiple values can be entered comma separated) to describe the product or service you're interested in.

Contract Start Dates between From Date

To Date

Contract End Dates between From Date

To Date

Supplier (Payable contract vendors / firms)

Mairos

Customers (Receivable contract firms / entities)

Doing Business As (DBA)

Payable / Receivable / NonFinancial Contracts

Payable / Receivable / NonFinancial

Woman and/or Minority Business Enterprise Status

Include closed contract

☒

Department

Contract Title

Contract ID

Search

Reset

Contract Search Result

Total no. of Records Found: 2

Export to Excel

Supplier/Cus...	Contract #	Contract Title	Contract Stat...	City Contact	Department	Women and/ ...	Contract Am...	Contract Documents
MAIROS INC	0000000000005128	OFFICE SUPPLIES	Contract Executed	Jen Lyman	Facilities and Administrative Services	MVBE	\$0.00	View Document
MAIROS INC	0000000000005129	FURNITURE AIS WORKSTATION	Contract Executed	Jen Lyman	Facilities and Administrative Services	MVBE	\$0.00	View Document

5. A pop-up window will show all documents that are searchable by the public. Click the **View Document** button to download the document.

Contract Documents

Document Name	Document Title	View Document
0000000000005128_comContract.pdf	Comprehensive Contract	View Document
0000000000005128_Contract_Summary_Page.docx	Contract Summary Page	View Document

See the pages that follow for a more detailed guide on using the City of Seattle Public Search Portal.



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Contract Search Portal Purpose

The City of Seattle is committed to providing transparency on its contracts and documents to the public. The contract search portal enables members of the public to search for both active and closed contracts hosted in Masterworks. The public can also view available documents. The search portal is accessible to anyone with Internet access through the Seattle.gov site.

Contract Search Portal Process

1. Navigate to the contract search portal landing page at <https://coscontractsearchportal.masterworkslive.com/>

Welcome to the City of Seattle contract search portal

The City of Seattle is committed to transparency in our business commitments with our partners. If you are unable to find a blanket or construction contract, or need technical assistance using this search tool, please contact Purchasing and Contracting at PC-CCMS_Support@seattle.gov. A "How To" document on using this search page can be found [here](#). You can request the complete version of the contract (subject to exemptions as allowed by RCW 42.56) by submitting a [public records request](#).

Search for contracts by choosing one or more search filters below. Click on the search button to see your result.

Please Select one or more types of contract

* Select one or more types of contract

Keywords
Enter Keywords (multiple values can be entered comma separated) to describe the product or service you're interested in.

Contract Start Dates between From Date To Date

Contract End Dates between From Date To Date

Supplier (Payable contract vendors / firms)

Customers (Receivable contract firms / entities)

Doing Business As (DBA)

Payable / Receivable / NonFinancial Contracts

Woman and/or Minority Business Enterprise Status

Include closed contract ☒


Department

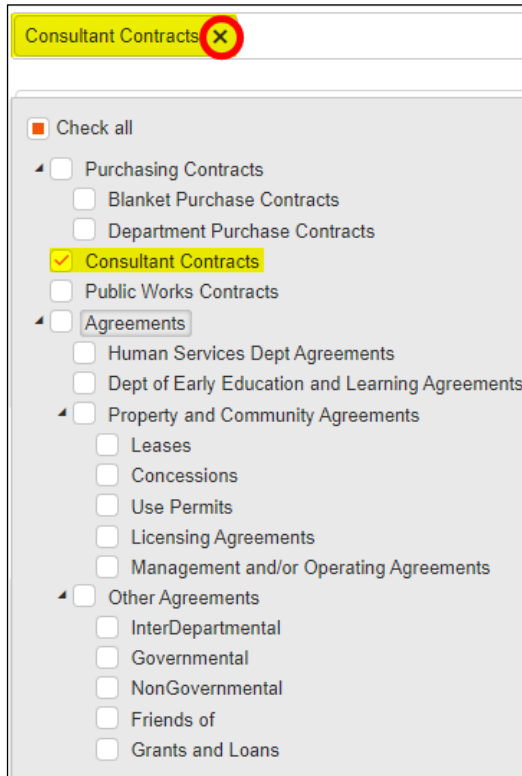
Contract Title

Contract ID



City of Seattle Masterworks Contract Search Portal How To

2. In the **Select one or more types of contract** field, select at least one type of contract. This is the only mandatory field. All other fields are optional, and are designed to narrow your search results. Contract types can be expanded by clicking the  arrow next to the name. When you select a contract type, it will appear at the top of the list, as shown below. To close the selected contract type, click the **X** next to the name.



Consultant Contracts X

☐ Check all

- ☐ Purchasing Contracts
 - ☐ Blanket Purchase Contracts
 - ☐ Department Purchase Contracts
- ☒ Consultant Contracts
- ☐ Public Works Contracts
- ☐ Agreements
 - ☐ Human Services Dept Agreements
 - ☐ Dept of Early Education and Learning Agreements
- ☐ Property and Community Agreements
 - ☐ Leases
 - ☐ Concessions
 - ☐ Use Permits
 - ☐ Licensing Agreements
 - ☐ Management and/or Operating Agreements
- ☐ Other Agreements
 - ☐ InterDepartmental
 - ☐ Governmental
 - ☐ NonGovernmental
 - ☐ Friends of
 - ☐ Grants and Loans

3. Enter **Keywords** if desired. This searches the contract record's *Contract Title*, *Contract Description*, and *Keyword* fields. You can search multiple values by separating them with a comma. You can also search partial words. In the example below, entering the keyword "train" will search for all content that includes the word "train" such as *train*, *training*, *trained*, etc.



Keywords

Enter Keywords (multiple values can be entered comma separated) to describe the product or service you're interested in.

train

4. In the **Contract Start Dates between** and **Contract End Dates between** fields, enter a range for the contract start date, contract end date, or both. You can either type the date in directly, or use the calendar picker tool to select the date. For the example below, the contract started in October 2022, and ends some time in 2023.



Contract Start Dates between	From Date	10/1/2022	
	To Date	10/31/2022	
Contract End Dates between	From Date	1/1/2023	
	To Date	12/31/2023	

5. In the **Supplier (Payable contract vendors / firms)** field, enter the name (or partial name) of the organization doing business with the City. Contracts can have either a *Supplier* (accounts payable), or a *Customer* (accounts receivable), but not both. This is a free text area.

Supplier (Payable contract vendors / firms)	Equity
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6. In the **Customers (Receivable contract firms / entities)** field, enter the name (or partial name) of the organization from which the City is receiving a payment. Contracts can have either a *Supplier* (accounts payable), or a *Customer* (accounts receivable), but not both. This is also a free text area identical to the Supplier field.

Customers (Receivable contract firms / entities)	
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7. If the Supplier or Customer is doing business under a name different from their legal organization name, enter the name (or partial name) in the **Doing Business As (DBA)** field. As with the **Supplier** field and the **Customer** field, this is a free text area.

Doing Business As (DBA)	
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8. You can further filter search findings by selecting a value in the **Payable / Receivable / NonFinancial Contracts** field. The options are *Payable* (City paying a vendor/Supplier), *Receivable* (City receiving payment from a vendor/Customer) or *Nonfinancial*. Take care to make sure that if you search by a Supplier, then the contract is Payable; by a Customer, then the contract is Receivable. If you are unsure, you can select multiple types or leave it blank.

Payable / Receivable / NonFinancial Contracts	Payable X
Woman and/or Minority Business Enterprise Status	<input checked="" type="checkbox"/> Check all
Include closed contract	<input checked="" type="checkbox"/> Payable
Department	<input type="checkbox"/> Receivable
	<input type="checkbox"/> Nonfinancial



City of Seattle Masterworks Contract Search Portal How To

9. Select the Woman and/or Minority Business Enterprise Status from a drop-down menu if desired. In this example, MWBE has been selected.

Woman and/or Minority Business Enterprise Status	MWBE X
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10. Select or unselect whether or not you want to search for closed contracts. This option comes pre-selected so you will need to click the check box to unselect it if you do not want closed contracts in your search.

Include closed contract	<input checked="" type="checkbox"/>
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11. Select a department or multiple departments from a drop-down menu if desired. There is no limit on the number of departments selected. Simply click in the field and add each department, one at a time..

Department	Office of Planning and Community Development X
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12. Enter a Contract Title if desired. You can enter the exact title, a partial title, a single word or a partial word.

Contract Title	Train
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13. Enter a Contract ID if desired. As with Contract Title, you can enter the exact Contract ID or a partial Contract ID.

Contract ID	22
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14. After entering all the data you wish to filter, you can either click the Search button, or simply press Enter on your keyboard.

<small>Please Select one or more types of contract</small>		Supplier (Payable contract vendors / firms)	Equity
<small>* Select one or more types of contract</small>		Customers (Receivable contract firms / entities)	
		Doing Business As (DBA)	
Keywords <small>Enter Keywords (multiple values can be entered comma separated) to describe the product or service you're interested in.</small>		Payable / Receivable / NonFinancial Contracts	Payable / Receivable / NonFinancial
Contract Start Dates between		Woman and/or Minority Business Enterprise Status	MWBE X
From Date	10/1/2022	Include closed contract	<input checked="" type="checkbox"/>
To Date	10/31/2022	Department	Office of Planning and Community Development X
Contract End Dates between		Contract Title	Train
From Date	1/1/2023	Contract ID	22
To Date	12/31/2023		
<div>Search Reset</div>			



City of Seattle Masterworks Contract Search Portal How To

15. As the system is searching for contracts that match the entered search criteria, it may take a while for the search to complete and display the search results. You know the system is still searching because the **Total no. of Records Found** will be blank. If no results are found, a 0 will populate.

Contract Search Result

Total no. of Records Found:

Supplier/Cus...	Contract #	Contract Title	Contract Status	City Contact	Department	Women and/ or...	Contract Amount	Contract Documents
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16. Once the search is complete, the **Total no. of Records Found** will populate with the number of search results. (Note: if you do multiple searches, it will only be blank during the first search. After that the **Total no. of Records Found** will be the previous search results. You can refresh your browser to set the number back to blank.) The results show the same standard fields in columns for any search, and each field is populated regardless of your search criteria. For this example, the search returned 1 contract.

Contract Search Result								
Total no. of Records Found: 1								
<input type="button" value="Export to Excel"/>								
Supplier/Custo...	Contract #	Contract Title	Contract Status	City Contact	Department	Women and/ or...	Contract Amount	Contract Documents
EQUITY MATTERS LLC	PC022-016	Seattle Design Commission - equity training for Commissioners	Contract Executed	Michael Jenkins	Office of Planning and Community Development	MWBE	\$8,000.00	<input type="button" value="View Document"/>

- a. Column 1 – *Supplier/Customer Name*
 - We entered “Equity” in the supplier field (step 5) and supplier Equity Matters LLC is returned
- b. Column 2 – *Contract #*
 - We entered “22” in the Contract ID field (step 13) and contract # PC022-016 is returned
- c. Column 3 – *Contract Title*
 - We entered “Train” in the Contract Title field (step 12) and contract Seattle Design Commission – equity training for Commissioners is returned
- d. Column 4 – *Contract Status*
 - Contract Executed or Contract Closed will be returned if the “Include closed contract” box is left selected. Otherwise, all contracts returned will be in the Contract Executed status. For this example, it is in the Contract Executed status, meaning the contract is still ongoing.
- e. Column 5 – *City Contact*
 - This identifies the City Contract Manager for the contract. This is not a searchable field.
- f. Column 6 - *Department*
 - We selected “Office of Planning and Community Development” in the Department field (step 11) and this department appears in the Department column.



City of Seattle Masterworks Contract Search Portal How To

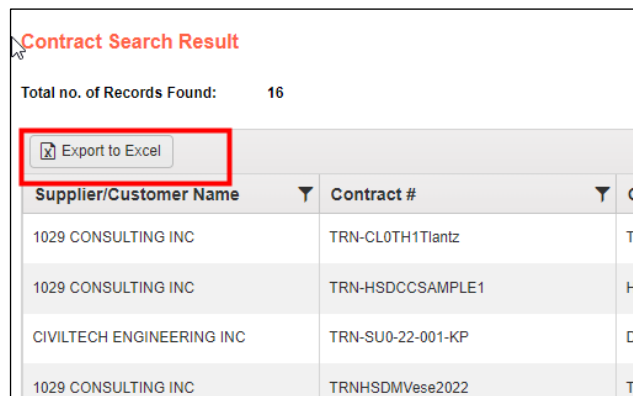
- g. Column 7 – *Women and/or Minority Business Enterprise Status*
 - We selected “MWBE” in the Women and/or Minority Business Enterprise Status field (step 9) and MWBE is displayed, since Equity Matters LLC is an MWBE firm.
- h. Column 8 – *Contract Amount*
 - The amount of the contract, if applicable, will be displayed. This is not a searchable field.
- i. Column 9 – *Contract Documents*
 - A **View Document** button is displayed. If selected, all available documents are displayed with a Document Name, Document Title (if entered) and a link to the document.



Document Name	Document Title	View Document
PC022-016 - signed.pdf	Seattle Design Commission - equity training for Commissioners	View Document

NOTE: As a reminder, **all fields other than contract type are optional** and are used to filter your results to help narrow down the contract you are searching for. It is very possible, and maybe even likely, that you are not searching for a certain contract or are not sure of any of the fields of a contract. In this case you may enter very little information in the search fields and the search results will be much larger.

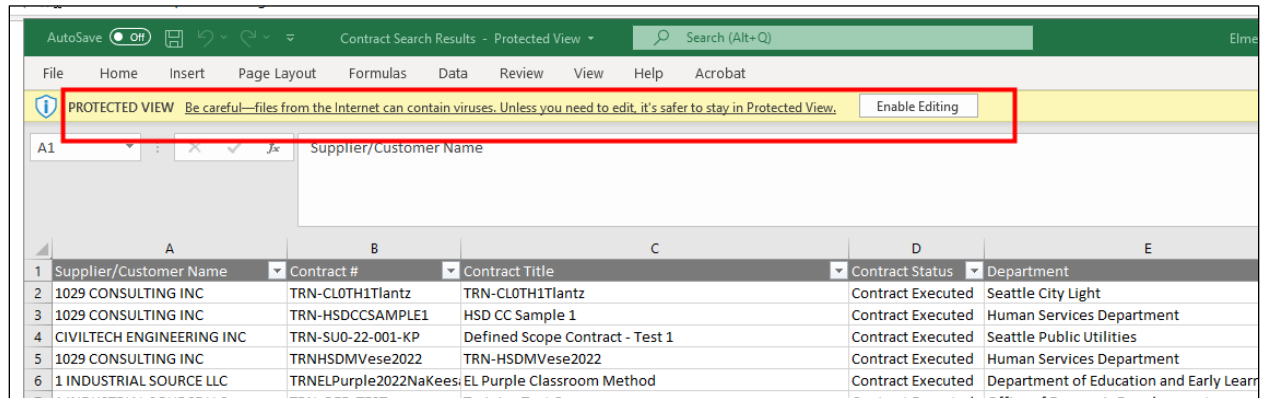
17. If several records were found, you have the option of exporting the results to Excel so you can filter or manipulate the data as necessary. When selecting **Export to Excel**, the file will automatically download to your browser. Depending on the browser it could show up in the top right corner (Edge) or the bottom left corner (Chrome) unless you have pop-up blockers on or have manually adjusted your download setting on your browser.



Supplier/Customer Name	Contract #	
1029 CONSULTING INC	TRN-CL0TH1Tiantz	TR
1029 CONSULTING INC	TRN-HSDCCSAMPLE1	HS
CIVILTECH ENGINEERING INC	TRN-SU0-22-001-KP	De
1029 CONSULTING INC	TRNHSDMVese2022	TR



18. Click open file and the Excel file is available in **PROTECTED VIEW**. Select **Enable Editing** to start manipulating your table.



Appendix

- If you are unable to find a blanket or construction contract, or need technical assistance using this search tool, please contact Purchasing and Contracting at [Masterworks Citywide Contract Management System Support Team](#).
- You can request the complete version of the contract (subject to exemptions as allowed by RCW 42.56) by submitting a [public records request](#).