

Compete with Confidence Checklist

Your Roadmap to Doing Business with the Port

Whether you are new to doing business with the Port of Long Beach or looking to expand your business, this checklist provides a step-by-step guide to registering as a vendor, pursuing certification (if eligible), understanding the procurement process, and staying informed about upcoming opportunities.

1 Register as a Vendor

Create your vendor profile in PlanetBids and stay connected to opportunities.

The Port of Long Beach uses PlanetBids to advertise contracting opportunities, communicate with vendors, and receive electronic bid and proposal submissions. Creating your vendor profile is the first step toward doing business with the Port.

Complete These Actions:

- | | |
|--|---|
| ☐ Create your free PlanetBids account | ☐ Add key contacts to receive notifications |
| ☐ Complete your company profile information | ☐ Keep your vendor profile information current |

Helpful Links:



- Register in PlanetBids
- Vendor Registration Instructions
- PlanetBids Registration Tutorial



PortPartners Tip!

Use a shared company email address to ensure you don't miss important notifications.

2 Learn What the Port Procures

Identify opportunities that align with your business.

Understanding what the Port procures can help you identify opportunities that match your products, services, or construction capabilities.

Complete These Actions:

- | |
|--|
| ☐ Review the types of products, services and construction projects that the Port procures |
| ☐ Find upcoming opportunities that match your business capabilities |

Helpful Links:



- Learn What We Procure & Explore Contracting Opportunities



PortPartners Tip!

Review opportunities early to give your business more time to prepare.

3 Apply for SBE/VSBE Certification (If Eligible)

Increase your visibility for Port contracting opportunities.

The Port's Small Business Enterprise (SBE) and Very Small Business Enterprise (VSBE) program help eligible businesses increase their visibility and compete for contracting opportunities.

Complete These Actions:

- | | |
|--|---|
| ☐ Review SBE/VSBE eligibility requirements | ☐ Submit your certification application |
| ☐ Determine whether your business qualifies | ☐ Maintain your certification and renewals |

Helpful Links:



- Learn About SBE/VSBE Program
- SBE/VSBE Certification Tutorial



PortPartners Tip!

Certification increases your visibility to potential teaming partners.

4 Understand the Procurement Process

Know what to expect throughout each solicitation.

Understanding the Port's procurement process can help you compete with confidence know what to expect throughout each solicitation.

Complete These Actions:

- | | |
|--|--|
| ☐ Review the procurement process phases | ☐ Pay attention to solicitation deadlines |
| ☐ Learn vendor responsibilities in each phase | ☐ Learn common procurement terminology |

Helpful Links:



- Vendor Guide to Understanding the Procurement Process



PortPartners Tip!

Review each solicitation carefully to follow requirements and meet deadlines.

5 Stay Connected

Continue building relationships and preparing for future opportunities.

Successful businesses stay engaged throughout the year—not only when pursuing a contract.

Complete These Actions:

- | | |
|--|---|
| ☐ Attend outreach events and workshops | ☐ Keep your PlanetBids profile current |
| ☐ Connect with Port staff and industry partners | ☐ Stay informed about future opportunities |

Helpful Links:



- Upcoming Events



PortPartners Tip!

Build relationships early to position your business for future partnerships.