

Vendor Guide to Understanding the POLB Procurement Process

From procurement planning to contract execution, understanding each phase of the procurement process can help you know what to expect, prepare your response, and compete with confidence.



Procurement Planning

What the Port is Doing

Before an opportunity is released, the Port identifies business needs, plans procurement activities, and prepares future contracting opportunities.

What You Should Do

- ✓ Understand what the Port procures.
- ✓ Monitor upcoming contracting opportunities on PlanetBids.
- ✓ Register as a vendor in PlanetBids and add all relevant NAICS codes.
- ✓ If eligible, apply for SBE/VSBE certification.
- ✓ Participate in Port outreach events and workshops.

PortPartners Tip!



Stay informed and be prepared before opportunities are released.



Solicitation Development

What the Port is Doing

The Port develops solicitation documents, including scopes of work, response requirements, and evaluation criteria to prepare for advertising.

What You Should Do

- ✓ Review upcoming opportunities that align with your business capabilities.
- ✓ Ensure your business is prepared to respond when an opportunity becomes available.

PortPartners Tip!



Use this time to prepare for upcoming opportunities.



Solicitation Advertising

What the Port is Doing

The Port advertises opportunities through the appropriate method, provides solicitation information, responds to vendor questions, and issues addenda as needed.

What You Should Do

- ✓ Review solicitation documents carefully, including requirements.
- ✓ Attend pre-bid or pre-proposal meetings to hear from Port staff.
- ✓ Submit questions before the established deadline, if applicable.
- ✓ Review addenda issued by the Port.
- ✓ Explore potential teaming opportunities.
- ✓ Submit your response before the deadline.

PortPartners Tip!



Follow all submission instructions and submit before the deadline.



Evaluation & Selection

What the Port is Doing

The Port reviews responses based on the solicitation requirements, evaluates submissions using the applicable criteria, and selects the successful vendor(s).

What You Should Do

- ✓ Monitor communications from the Port.
- ✓ Respond promptly to requests for clarification or additional information.
- ✓ Ensure your response materials are complete and accurate.
- ✓ If interviews are required, prepare the appropriate team members.

PortPartners Tip!



Be prepared to support your response through the evaluation process.



Contract Award & Execution

What the Port is Doing

The Port completes the award process, obtains required approvals, and executes the applicable agreement with vendor(s).

What You Should Do

- ✓ Submit required insurance, when requested.
- ✓ Participate in contract discussions or negotiations, if applicable.
- ✓ Review and sign required contract documents.
- ✓ Wait until the agreement is fully executed or authorization is given before beginning work.

PortPartners Tip!



Wait for full authorization before starting work.