

PORTGEN 101

SERVICE AGREEMENTS PROCUREMENT

June 24, 2025





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PORT OF SEATTLE

2

VENDORCONNECT

3

SERVICE
AGREEMENTS
CONTRACTING

4

SUBMITTING YOUR
PROPOSAL

1

PORT OF SEATTLE

- WHAT DOES THE PORT FOCUS ON?
- WHAT DOES THAT MEAN FOR MY BUSINESS?



Port of Seattle: Who We Are

*Founded in 1911 by a vote of the people as a special purpose government, the Port of Seattle's mission is to **promote economic opportunities and quality of life** in the region by advancing trade, travel, commerce and job creation in an **equitable, accountable and environmentally responsible** manner.*



King
County
Voters



Port
Commission



Executive
Director



Operational
Divisions

Port of Seattle Regional Footprint



Capital Project Plan
\$5.6 Billion
2025-2029



All Port Activities
121,200
Area Jobs



Port of Seattle Lines of Business



SEATTLE-TACOMA INTERNATIONAL AIRPORT (SEA)

- Landside Operations
- Airport Dining and Retail
- Capital Projects
- Air Cargo
- **11th Busiest Airport in America in 2022**



MARITIME CARGO, CONTAINER AND BULK

- Northwest Seaport Alliance
- Terminal 91
- Maritime Industrial
- Grain Terminal
- **One of the Largest Cargo Gateways in the U.S.**



MARITIME, FISHING AND CRUISE

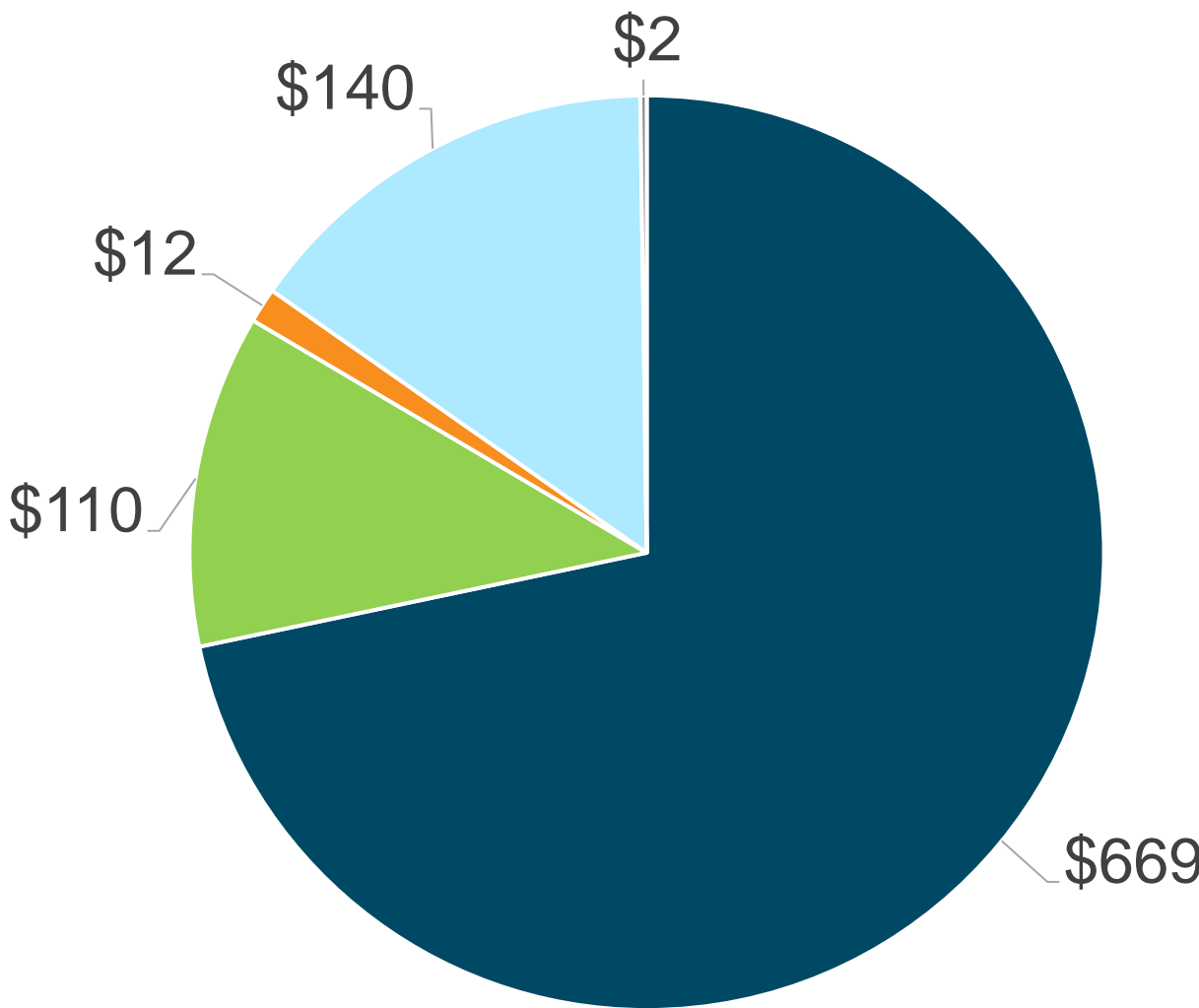
- Fishermen's Terminal: Home of the N. Pacific Fishing Fleet
- Premiere Cruise Terminals on the West Coast
- **Largest Cruise Port on the West Coast**



REAL ESTATE AND BOATING

- Warehouse, event, and office space
- Operate 4 Recreational Boating Marinas
- **Home of the U.S. North Pacific Fishing Fleet**

- Aviation
- Maritime
- Economic Development
- Corporate
- NWSA



2024 Port Spend by Procurement Type

Construction \$570 M

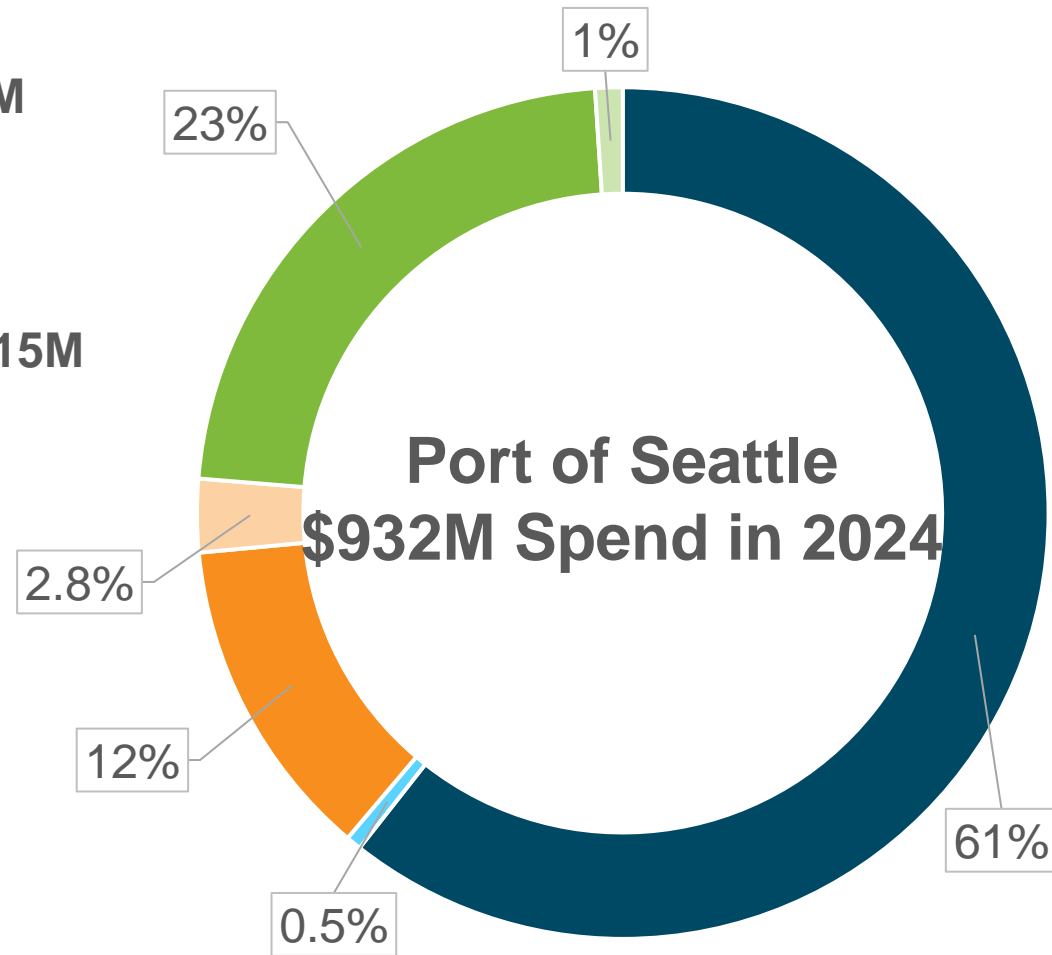
- Major Construction - \$565M
- Small Works - \$5M

Service Agreements \$141 M

- Professional Services - \$115M
- Personal Services - \$26M

Purchasing \$221 M

- Goods & Services - \$211M
- P-Card - \$10M



Consulting Services at the Port

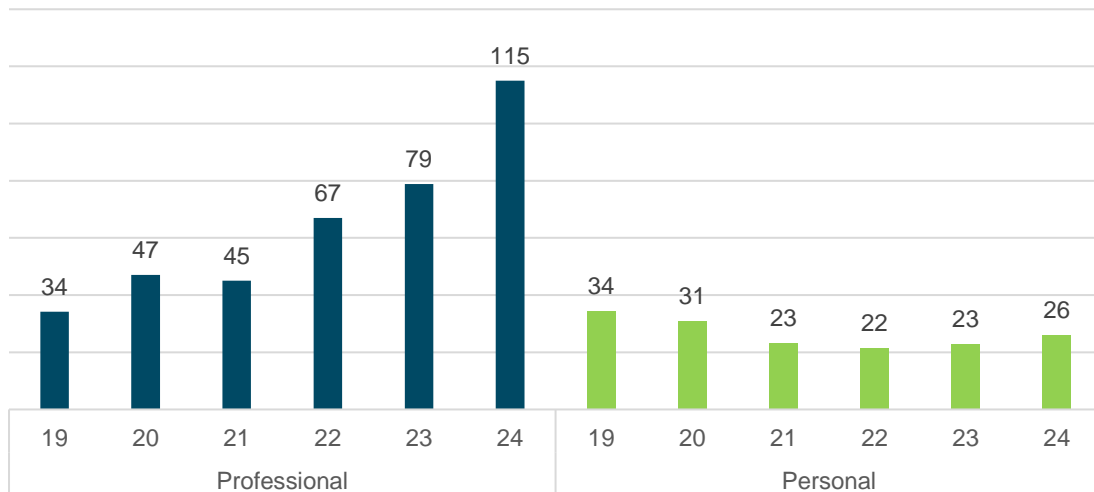
Professional Services

- Architectural Design
- Engineering Design
- Landscape Architecture
- Land Surveying

Personal Services

- Airport Dining and Retail Consulting
- Auditing
- Computer/Info Technology
- Construction Management
- Copywriting/Editing
- Financial
- Graphic Design/Marketing
- Legal Services
- Maritime/Seaport Environmental Support
- Training/Coaching... and More!

Port Spend on Service Agreements 2019-2024 (\$M)



Vision: We power the Port's global impact by unlocking equitable procurement opportunities for the communities we serve and ensuring a healthy infrastructure for the future.

Mission: We deliver innovative, responsible procurement solutions through transparent engagement and a predictable process.

Central Procurement Office Customers

Contractors/Consultants/Suppliers

We engage with and support firms on Port contracting

Port Departments

We help agencies get what they need in an ethical and legal manner to deliver critical services to the public

Diversity in Contracting

We support equity in contracting and assist in ensuring a level playing field for competition

Taxpayers

We obtain the best value for the public's tax dollars

Diversity in Contracting Policy Directive

Resolution 3737:

Diversity in Contracting (DC) policy established on January 9, 2018 by Port Commissioners. This directive was created to increase women and minority business opportunities because they have faced historical barriers to economic opportunity.

Five-year Policy Benchmarks:

- ☐ Increase to 16% the amount of spend on WMBE contracts (Baseline was 5.3%)
- ☐ Partner with 500 WMBE firms annually (Baseline was 118)

WMBE Program **Local**

- Sets aspirational WMBE goals annually
- Manages inclusion plan requirement and process
- Conducts affirmative efforts
- Monitors goal attainment
- Accepts certified and self-certified firms

DBE Program **Federal**

- Sets triennial goal
- Increases DBE participation on FAA-funded Port projects
- Conducts informational sessions & technical assistance
- Performs Commercial Useful Function Monitoring
- Only accepts firms certified through OMWBE

Engagement & Training

- Organizes PortGen training events and series
- Executes PortGen networking events
- Communicate contracting opportunities to the diverse and small business community
- Establish and maintain relationships with the community

Questions about the Port of Seattle?

2

VENDOR CONNECT

- HOW CAN I
KNOW ABOUT
CONTRACTS?
- HOW CAN I
MAKE MYSELF
KNOWN?



1. View all current solicitations on VendorConnect
2. Register on VendorConnect
3. Sign up to Diversity in Contracting mailing list and receive weekly opportunities digest
4. Keep an eye out on notifications in newspapers: Daily Journal of Commerce
5. View Future Opportunities at **portseattle.org/page/future-procurements-list**

Top Benefits of VendorConnect



View current and past solicitations



Receive e-mail notifications of bid opportunities matching your NAICS code for larger, advertised projects



Be accessible to and reachable for Primes who are looking for diverse partners



View and contact Primes (viewable as a “plan holder”) that you would like to work with on specific projects

Solicitation Detail on VendorConnect

DASHBOARD > SOLICITATION INDEX

Current Solicitations

A list of Future and Open solicitations with the Port of Seattle. Use the filter to search all solicitations.

×

Select Status...


Consulting Servi...

Select Work Type Ta...

Select NAICS Code

×

HIDE FILTER


export to excel

Number	Title	Bid Due ↓ 2	Category	Status
00322356	Port Wide Equity Assessment Services (EA2)	Jun 27, 2025, 12:00:00 PM	Consulting Services	✓ Open
00322376	Tenant ADR Core and Shell Renovation (TASCR) - Design	Jun 27, 2025, 12:00:00 PM	Consulting Services	✓ Open
00322308	Maximo Technical Services IDIQ 2025	Jun 4, 2025, 12:00:00 PM	Consulting Services	✓ Open
00322360	Owner's Representation Services IDIQ	Jun 2, 2025, 12:00:00 PM	Consulting Services	✓ Open
C&S 2021	New Cruise Gangways Design		Consulting Services	✓ Future


Solicitation Advertisement

DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

00322356

Port Wide Equity Assessment Services (EA2)

Status: **Open**
Bid Due Date: **Jun 27, 2025, 12:00:00 PM**
Question Cut-off Date: **Jun 5, 2025, 12:00:00 PM**
You will have to [login](#) to become a Plan Holder, ask a question, or RSVP to events.

 BECOME A PLAN HOLDER

Overview

Documents

Plan Holders/Bidders

Events

Event Documents

Advertise Date



Question Cut-off Date
6/5/2025



Order of Magnitude
\$175K - \$200K

Estimate Quarter
2

Estimate Year
2025

Department
Equity, Diversity, & Inclusion

Port Contact
Casson, Denise

Email
Casson.D@portseattle.org



Solicitation posted Apr 22, 2025. Last updated Jun 12, 2025.


Proposal Solicitation Documents

DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

00322356

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 BECOME A PLAN HOLDER

Overview		Documents	Plan Holders/Bidders	Events	Event Documents
File name	Type ↑	Size	Uploaded		
00322356 Solicitation.pdf		1.3 MB	5/22/25, 10:38 AM ▲		
00322356 Exhibit 3 Diversity In Contracting Inclusion Plan.docx		48.7 kB	5/22/25, 10:40 AM		
00322356 Exhibit 4 Company Information.xlsm		180.7 kB	5/22/25, 10:41 AM		
00322356 Exhibit 5 Mock Milestone Schedule.xlsx		20.5 kB	5/22/25, 10:41 AM		

VendorConnect Solicitation Email Notification

The following Port of Seattle solicitation(s) match your company and was recently posted:

Procurement Number: **00322271**

Solicitation Title: **ISO 55001 Certification**

Solicitation Description: The Port of Seattle Marine Maintenance Division requires ISO 55001 certification for its Asset Management System (AMS) covered assets. These assets include, but are not limited to, elevator systems, HVAC, sewer lift stations, and substations.

Included because solicitation has:

- NAICS codes
 - 541611 - Administrative Management and General Management Consulting Services
- Rosters
 - Consultants
- Work Types
 - Consultant Services

[DASHBOARD](#) > [VENDOR INDEX](#)

Vendor Index

List of publicly viewable vendors. Use the filter for more detailed searches.

Work Types

Business Certifications

NAICS Codes

Postal Code

✕ HIDE FILTER

MBE ✕

541330 - Engineering S... ✕

Name ↑	Work Types	Business Certifications (*self-identified)	NAICS
Adapt Engineering, Inc.		MBE (Minority Business Enterprise)*, SBE (Small Business Enterprise)*	237130 - Power and Communication Line and Related Structures Construction, 541310 - Architectural Services, 541330 - Engineering Services, 541620 - Environmental Consulting Services, 541690 - Other Scientific and Technical Consulting Services
Aegis Project Management, Inc.		MBE (Minority Business Enterprise)*, SBE (Small Business Enterprise)*	236220 - Commercial and Institutional Building Construction, 541330 - Engineering Services, 541611 - Administrative Management and General Management Consulting Services, 611430 - Professional and Management Development Training
Akana	Architect and Engineering, Environmental, Engineering - Civil, Engineering - Mechanical, Engineering - Structural, Environmental Consulting, Construction Management, Program Management	DBE (Disadvantaged Business Enterprise), MBE (Minority Business Enterprise), SCS (Small Contractors and Suppliers), SBE (Small Business Enterprise)	541310 - Architectural Services, 541320 - Landscape Architectural Services, 541330 - Engineering Services, 541611 - Administrative Management and General Management Consulting Services, 541620 - Environmental Consulting Services

Welcome to the Port of Seattle VendorConnect


Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.


To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the Register/Login button below, then the "Sign up now" link on the login screen.


[Register/Login](#)

You can also view our solicitations, vendors, and view the event calendar as a guest.

 [Search Current/Past Solicitations](#)

 [Future Solicitations](#)

 [Search Publicly Viewable Vendors](#)

 [Event Calendar](#)

VendorConnect Registration

Create New Vendor

Basic vendor information, including Work Types, Roster Types, and NAICS Codes.

NEXT

Name*

UBI

Contractor License #

Phone

Website

Ethnicity*

☒ Display My Vendor in Online Business Directory

Work Types

Roster Types

NAICS Codes

What you should include:

- Contact information
- NAICS codes
- Business firm certification
- Upload a business firm resume

Questions about VendorConnect?

3

SERVICE AGREEMENTS CONTRACTING PROCESS

-WHAT DO I NEED TO
KNOW BEFORE
CONTRACTING WITH
THE PORT?



Public vs. Private Sector Procurement

PUBLIC

- Taxpayer funds used
- Multiple goals:
 - Competitive price
 - Quality outcome
 - Level playing field
 - Social & environmental goals
 - Transparency & Accountability

PRIVATE

- Company revenues used
- No required competition
- Singular goal:
 - How does it contribute to company's profit

Service Agreements Types

Professional Consulting	Personal Consulting
Architecture, Engineering , Landscape Architecture, Land Surveying	Contracts for services to accomplish a specific study, project, task – outside the architectural and engineering services.
Consultants are selected based on demonstrated competence and qualifications for the type of professional services required	Cost information is requested as part of consultant proposal. After qualification rating is complete, pricing is analyzed.
Price cannot be a selection criterion.	Port utilizes “best value” criteria to determine selection.
Negotiate with highest rated (most qualified) consultant (rates must be fair and reasonable)	

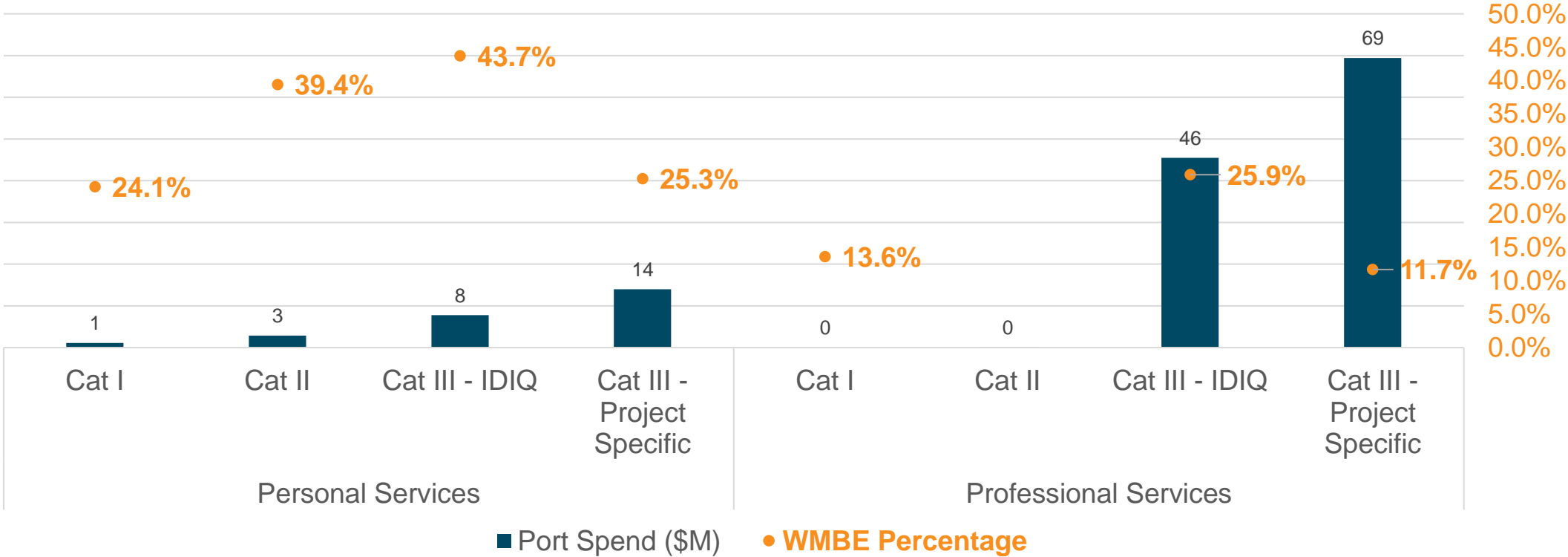
Service Agreement Contract Types

Indefinite Delivery Indefinite Quantity (IDIQ)	Project Specific
General Scope of Work	Specific Scope of Work and Level of Effort
Service Directives: Specific Scope of Work and Level of Effort	Scope of Work and Level of Effort Negotiated upfront
Hourly Rates Payment	Lump Sum Payment
Common for professional services contracts	More common for personal services contracts

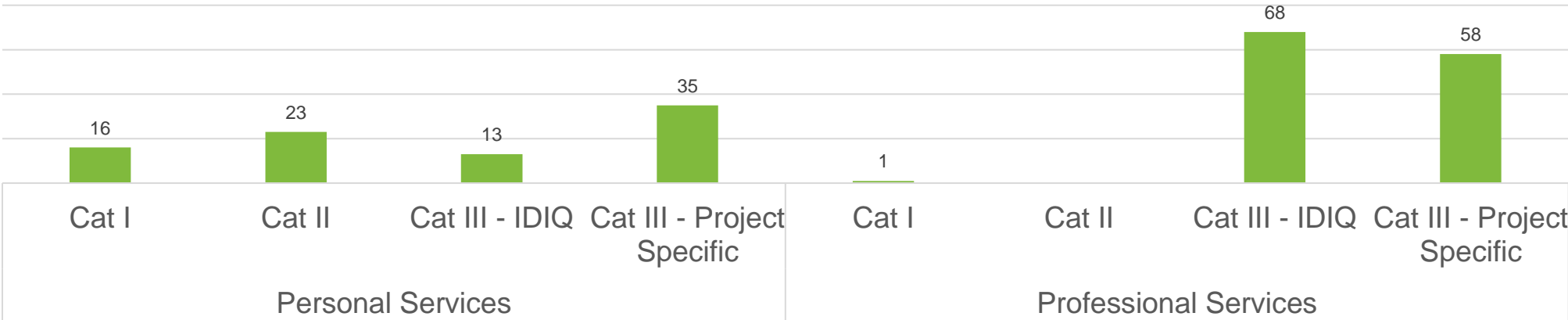
Procurement Categories

Category 1	Category 2	Category 3
\$49,999 and under	\$50,000 to \$199,999	\$200,000 and over
Typically Personal Services	Typically Personal Services	Most Professional Services are in this category
Typically Project Specific	Typically Project-Specific	Most IDIQs are in this category
Considers diverse firms	Considers diverse firms	Diversity in Contracting goal
Competition not required	Competitive selection - Purchaser typically identifies 3 firms to compete Interview only, proposal only, or both	Competitive selection Interview only, proposal only, or both
Advertisement not required	Advertisement not required	Public advertisement required

Port Spend and WMBE Percentage by Service Agreement Type

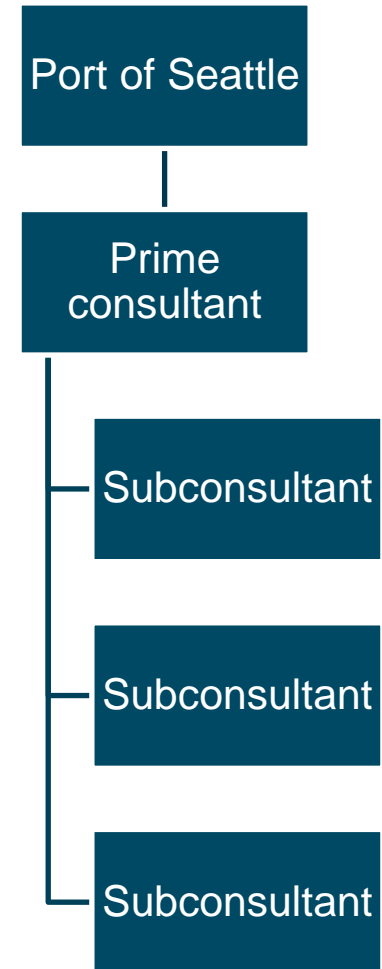


WMBE Firm Count



Subcontracting Opportunities

- Firms can participate as Prime Consultant or Subconsultant
- Most professional services are CAT III, so they are the ones that typically have subs (whether IDIQ or project specific)
- Majority of CAT III procurements will have teaming opportunities and WMBE goals
- Vendors are selected based on the team that they include in proposal
- There are opportunities for prime consultants to bring in subconsultants later



Pathways to participate as a sub

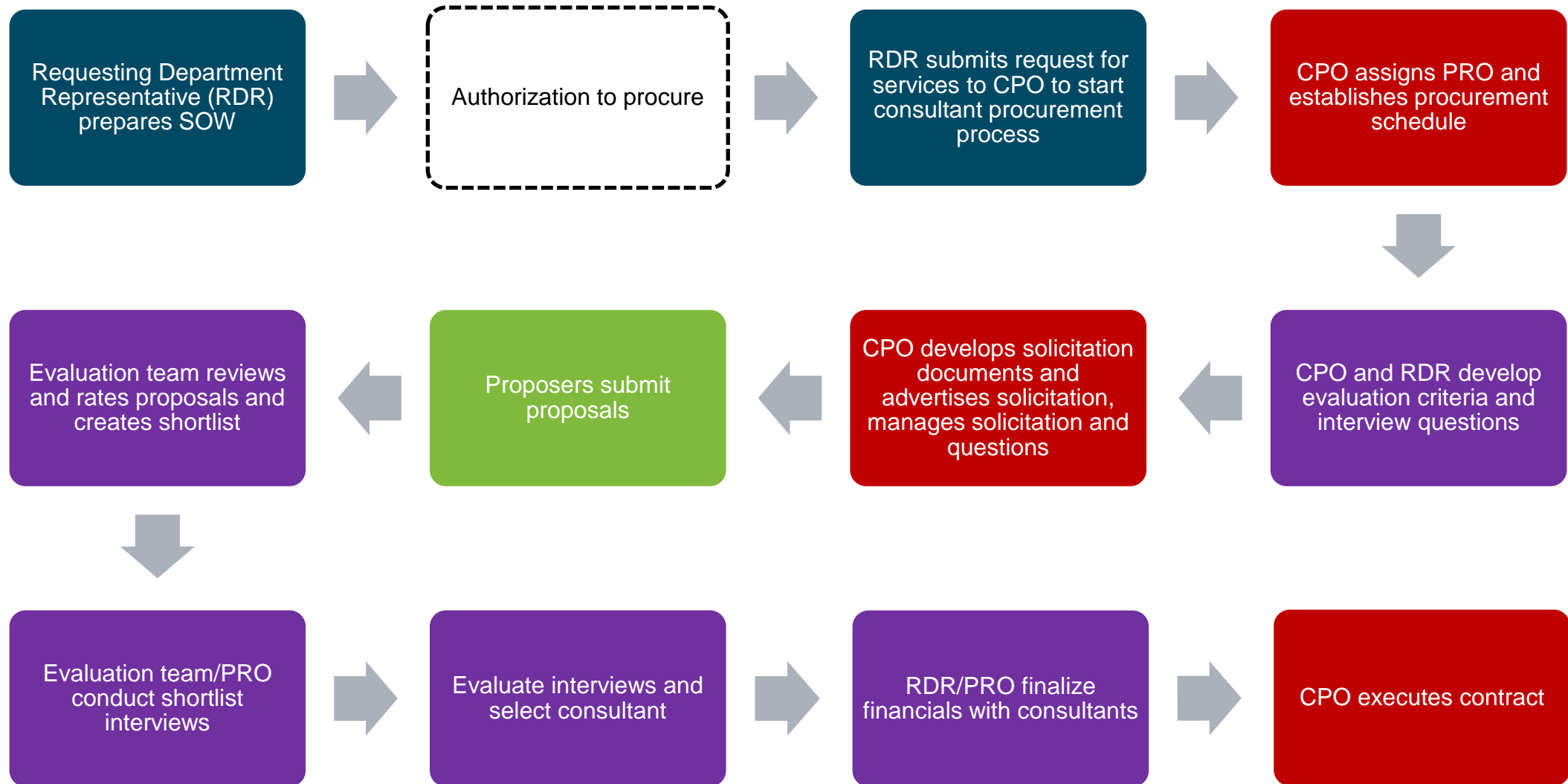
Create and build relationships with prime consultant by:

- Attend PortGen events
 - Aviation Industry Day in June
 - Maritime Industry Day in the Fall
- Attend local trade shows
- Attend pre-proposals conferences
- Reach out to primes on solicitation planholders list on VendorConnect
- Register as a subconsultant on solicitation planholder list on VendorConnect

Pre-Proposal Conference

- For most CAT III procurements, a Pre-Proposal Conference is held.
- Find date and location information in Solicitation.
- Whether you're interested in an opportunity as a prime or sub-consultant, Pre-Proposal Conferences provide a setting to network and learn more of the Port's processes.
- Meet other local small/diverse businesses and build connections to bid on future work together.

Typical Solicitation Process



Questions about the Service Agreements Process?

4

SUBMITTING YOUR PROPOSAL

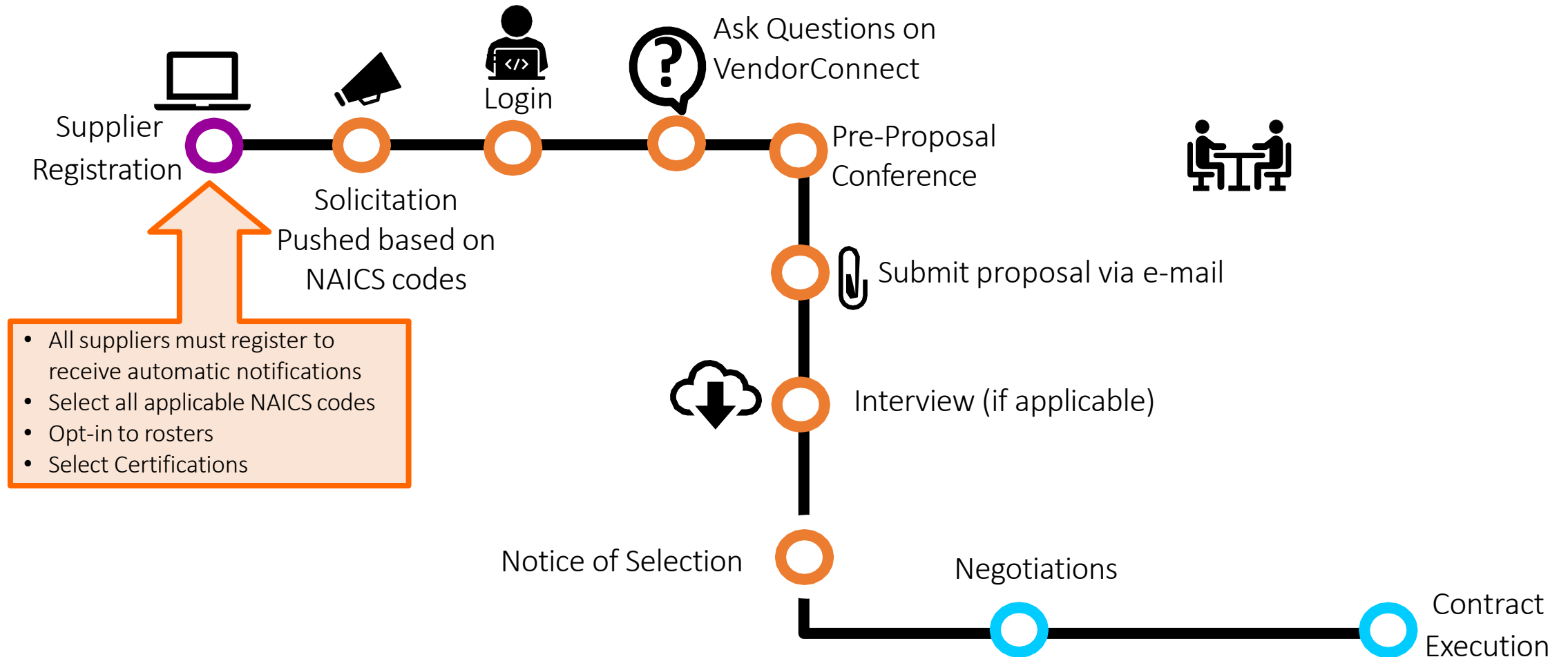
-WHAT DO I NEED TO
KNOW TO SUBMIT A
PROPOSAL?



Terms and Conditions Requirements

- Typical Insurance Coverages Required:
 - Auto
 - General liability
 - Errors and omissions
- Required Documentation
 - Certificates of insurance
 - Policy endorsements
- Limits of Coverage Required (in Dollars)
- Washington UBI Number
- Washington State Workers Compensation (if applicable)
- Federal Taxpayer Identification Number (e.g. SSN, EIN)
- No Debarment

Port Sourcing & Contracting Process



Tips for Successful Proposals

1. **Submit On Time** – Late proposals may not be accepted.
2. **Follow the Evaluation Criteria** – Structure your proposal in the same order and use it as your outline.
3. **Select Relevant Project Experience** –
 - For **project-specific** contracts, choose examples that cover all or most elements of the scope.
 - For **IDIQs**, highlight a range of work, with emphasis on core competencies.
4. **Be Clear and Concise** – Avoid unnecessary detail; less is often more.
5. **Proofread Thoroughly** – Eliminate typos, grammar issues, and ensure strong overall flow.
6. **Stay Within Page Limits** – Over-limit content may be removed. If unclear, contact the Procurement Officer.
7. **Seek Feedback** – Request a debrief or selection summary to improve future proposals.

Interview Process

1. Structured: Same interview questions for all proposers.
2. Plan ahead to ensure availability for the interview date listed in the Solicitation.
3. Interviews are usually conducted virtually but may take place at SEA or Pier 69.
4. Panel consists of 3 to 5 subject matter experts and the Procurement Officer.
5. Presentations are generally not allowed.
6. Often one hour, with 8 to 10 questions.
7. Questions may not be given ahead of time and may be provided during the interview.

Interview Preparation

1. **Answer with Examples** – Respond to each question using relevant, non-Port of Seattle experience.
2. **Prepare as a Team** – Develop mock interview questions based on the Solicitation and Scope of Work.
3. **Include Key Personnel** – Interview team should include staff who will directly work on the project, blending technical and management roles.
4. **Have the Right People Answer** – The person doing the work should respond to the corresponding question.
5. **Include Subconsultants** – If they play a key role, include them in the interview team.
6. **Ask Questions** – While not scored, thoughtful questions show engagement and preparation.

Selection – Consensus Process

What happens after submission?

1. **Proposals and/or Interviews Are Rated** – Evaluation team rates responses.
2. **In-Depth Deliberations** – The team discusses strengths and weaknesses
3. **Strict Confidentiality** – All evaluation discussions and materials are confidential and accessible only to the procurement team.
4. **Final Selection Made** – Selection is made during the meeting, followed by issuance of the Notice of Selection.

Negotiations – Personal Services

How Price Factors Into Selection

1. **Price Matters** – But Isn't Everything – It's an important factor, but not the sole basis for selection.
2. **Quality vs. Cost** – The Port weighs whether superior qualifications justify a higher cost.
3. **When Proposals Are Equal** – As technical proposals become more comparable, cost may carry more weight.
4. **Pricing Is Reviewed After Qualifications** – Cost proposals are evaluated only after qualification rating is complete.
5. **Negotiations** – The Port may negotiate with shortlisted firms to clarify or improve pricing prior to make a selection.

Negotiations – Professional Services

What Happens After Notice of Selection

1. **Rate Submission Required** – Awarded consultants must submit rates using the Firm Input Form.

Firm Input Form

Form that captures firm's requested rates

Company Name	Last Name	First Name	Highest Relevant Degree	Major/Primary Field of Study	Years of Relevant Experience	State License/Other Certifications	Proposed Job Title	Common Title (select from dropdown)	Level Classification (1-8)	Salary (Direct Labor)	Overhead %	Proposed Fully Burdened Hourly Rate	Comments (Title Request Explanations with SOC Code, etc.)
Company 1	Doe	John	Masters	Civil Engineering	15			Engineer - Aviation	5			\$140.00	
Company 1	Smith	Mark	Bachelors	Civil Engineering	28			System Administrator	7			\$100.00	
Company 2	Smith	Will	Bachelors	Civil Engineering	30			Technical Expert - Construction	8			\$250.00	
Company 2	Williams	Bob	Masters	Civil Engineering	13			Manager/Principal - Airline Engagement	5			\$200.00	

2. **Rates Are Reviewed** – The Port analyzes submitted rates using internal benchmarks and market data.
3. **Negotiation Follow** – Proposed rates are negotiated based on this analysis.

What Is a Fully Burdened Labor Rate? –The total hourly rate charged, inclusive of base wages, overhead, and profit/fee.

Post-Award

1. Report Monthly Amounts Paid (MAPs) to each subconsultant for the prior invoicing period. MAPs are submitted electronically utilizing the Port's Contractor Database System (CDS). Refer to Section III of the Service Agreement for more information.
2. Check with Port PM on requirements and expectations for invoices.
3. If Port PM is unresponsive, reach out to PRO for help.

Questions about Submitting your Proposal?

General Tips of Success

- Register on VendorConnect & select applicable NAICS codes
- Select applicable firm certifications (self-identified accepted)
- Conduct research on previously-awarded contracts
- Read entire solicitation and instructions
- Ask questions during solicitation
- Contact the listed Procurement Officer only
- Attend pre-proposal conferences
- Request debriefs for proposal feedback

Next steps

Our website: [Portseattle.org/diversity](https://portseattle.org/diversity)

- [Current bid opportunities](#)
- [Register your business](#)
- [Future Procurements List](#)
- [Awarded Contracts](#)
- [Additional resources](#)
 - [Advanced PortGen webinars](#)
 - [Accelerator Mentorship Program](#)
 - Applications due Mon 6/30
- [Sign up for our mailing list](#)

Let's chat

(206) 661-8080

diversityincontracting@portseattle.org

Thank you!



Post-Event Survey