

# Personal Services Cheat Sheet

## What types of Personal Services does the Port purchase:

- Airport Dining and Retail Consulting
- Auditing
- Computer/Information Technology
- Construction Management
- Copywriting/Editing
- Environmental Support
- Financial
- Graphic Design/Marketing
- Legal Services
- Planning
- Training/Coaching
- And more!

## What are the contract types?

- **Project-Specific Contracts** – where firms are contracted for a specific scope of work and level of effort.
- **Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts** – where firms are contracted for a general scope of work for a period of time, and are issued service directives for specific scopes of work and level of effort as needs arise. No quantity of work is guaranteed.

## What are the contract sizes and what does that mean for me?

Category 1	Category 2	Category 3
49,999 and under	\$50,000 to \$199,999	\$200,000 and over
Considers diverse firms	Considers diverse firms	Diversity in Contracting goal
Competition not required (Port Project Manager does research and selects a firm)	Competitive selection from 3 firms	Competitive selection
Advertisement not required	Advertisement not required	Public advertisement required

## How does the Port purchase personal services?

- Category 1 procurements - The Procurement Officer or Port project manager may identify a firm through market research, including looking at firms on VendorConnect. The Port project manager selects the firm.
- Category 2 procurements - The Procurement Officer or Port project manager conducts market research, including looking at firms on VendorConnect, then invites qualified firms (typically three) to participate in the competitive procurement process.
- Category 3 procurements – Qualified firms are automatically notified via email based on their VendorConnect vendor profile information, including matching NAICS codes.

## How do I get selected as the winner for a competitive contract (category 2 & 3)?

- Proposal must include price
- Selection is assessed through a proposal, interview, or both

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- Port utilizes “best value” approach to determine selection which considers technical competence, experience/expertise, and proposed approach. Price is an important factor, but it is not the sole determining factor.

## What are the requirements I will have to meet as a personal services vendor at the Port?

- Know your rates and understand how Port negotiates rates
- Typical Insurance Coverages Required: Auto, General liability, Errors and omissions (Professional Liability)
- Required Documentation: Certificates of insurance, Policy endorsements
- Limits of Coverage Required (in Dollars)
- Washington UBI Number
- Washington State Workers Compensation (unless exempt)
- Federal Taxpayer Identification Number (e.g. SSN, EIN)
- No State or Federal Debarments

## What are the steps that I need to take to become a personal services vendor for the Port?

- 1. Register your business on VendorConnect at [tinyurl.com/PortContracting](http://tinyurl.com/PortContracting)**  
To make sure Port Procurement Officers and Project Managers with Category 1 & 2 opportunities can find you
  - Include correct contact info, NAICS codes, business certifications, work types
- 2. View bid opportunities on VendorConnect**  
Get a better understanding of the Category 3 contracts the Port buys and what the requirements are. If there is a specific project you’re interested in, register as a “plan holder” to receive timely updates
- 3. Sign on to the Diversity in Contracting Mailing List at [tinyurl.com/PortMailingList](http://tinyurl.com/PortMailingList)**  
Never miss out on the Port’s many contracting opportunities, networking events, training opportunities, and important updates such as:
  - **Save the Date for September 29<sup>th</sup> Port Goods and Services Vendors Day**
  - **Upcoming Service Agreements Contracting 101 with Port Procurement Staff**

## Who should I contact if I have more questions?

- Carol Hassard, Procurement Supervisor, [hassard.c@portseattle.org](mailto:hassard.c@portseattle.org) - General Inquiries
- Maza Ebengho, Procurement Officer, [ebenghokyalumba.m@portseattle.org](mailto:ebenghokyalumba.m@portseattle.org) - South King Port Community Fund (SKPCF) Environmental Improvement Program (EIP)
- Nicole Chu, Procurement Officer, [chu.n@portseattle.org](mailto:chu.n@portseattle.org) - South King Port Community Fund (SKPCF) Economic Opportunities for Communities (EOC)
- Sue Yi, Procurement Officer, [yi.s@portseattle.org](mailto:yi.s@portseattle.org) - General/Other Inquiries