

What types of Professional Services does the Port purchase?

- Architecture
- Engineering
- Landscape Architecture
- Land Surveying

How does the Port purchase professional services?

- **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.
- **Project-Specific Contracts** – where firms are contracted for a specific scope of work and level of effort.

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

*Most Professional Services are category 3 contracts

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

- Proposals do not include price
- Selection is assessed through a proposal, interview, or both
- Consultants are selected based on demonstrated competence and qualifications for the type of professional services required
- Price is not included in the Selection/Award but will be negotiated after the selection of the Consultant/s
- The Port then negotiates a contract with the highest ranked (most qualified) consultant

What are the requirements I will have to meet as a professional 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 professional services vendor for the Port?

- 1. Register your business on VendorConnect at tinyurl.com/PortContracting**
To make sure you receive automatic notifications of contracts relevant to you
 - Include correct contact info, NAICS codes, business certifications, work types
- 2. View bid opportunities on VendorConnect**
Get a better understanding of what the Port buys and its requirements. For specific projects you're interested in, register as a "plan holder" to receive timely updates.
- 3. Network with Prime Consultants to get on teams for Category 3 Projects**
 - Attend PortGen events and other local trade shows
 - Attend pre-proposal conference meetings
 - Reach out to primes on VendorConnect planholders lists
 - Register as a subcontractor on VendorConnect planholders list
- 4. Sign on to the Diversity in Contracting Mailing List at 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 June 2nd Port Architecture & Engineering Industry Day**
 - **Upcoming Service Agreements Contracting 101 with Port Procurement Staff**

Who should I contact if I have more questions?

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