

# Goods and Services Cheat Sheet

## What types of Goods and Services does the Port typically purchase?

### Goods:

- Auto Parts and Supplies
- Electrical supplies
- Equipment -general
- Computer Equipment
- Furniture
- Janitorial Supplies and Chemicals
- Rental or leased equipment
- Software
- Uniforms and Protective Equipment
- Vehicles & Equipment

### Services:

- Catering
- Custom Training
- Drug Testing
- Graphic Design
- Janitorial
- Maintenance & Operations
- Mechanical
- Photography
- Window Cleaning

## How does the Port purchase goods and services?

- **P-Card** (i.e. credit card) – for transactions valued at <\$5K (incl. taxes, shipping & fees)
- **Blanket Order Contracts or "Convenience Contracts"** – acquiring small dollar items (single transaction <\$5K) for multiple transactions
- **Direct Purchase** - One-time order for specific good or services <\$100K
- **Competitive Contract** - Specific good or service >\$100K

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

| Direct Purchase  | Competitive Contracts  |   |
|--|--|---|
|  | RFQ Procurements   | Formal Solicitations  |
| \$99,999 and under   | \$100,000 to \$299,999   | \$300,000 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 – Port Project Manager identifies 3 firms to submit quotes | Competitive selection – Invitation to Bid (ITB) or Request for Proposal (RFP) |
| Advertisement not required   | Advertisement not required   | Public advertisement required   |

## How do I get selected as the winner for a competitive contract?

- Request for Quote (RFQ) Procurements are typically selected by lowest price
- Invitation to Bid (ITB) selected is based on lowest price
- Request for Proposal (RFP) selection is based on best value where price is an important factor, but it is not the sole determining factor

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

1. **Register your business on VendorConnect at [tinyurl.com/PortContracting](http://tinyurl.com/PortContracting)**  
To make sure Port Project Managers with P-Card, Direct Purchase, and RFQ 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 Port’s formal solicitations 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 Goods and Services Contracting 101 with Port Procurement Staff**

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

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