Pacific Asian Consortium in Employment

# 9 Steps to Becoming Procurement Ready

## PHASE 1: I AM NEW TO GOVERNMENT CONTRACTING

1

**Step 1. What are NAICS codes?** (What are NAICS Codes and Why do I Need Them?)
The North American Industry Classification System (NAICS) is a self-assigned industry classification system. Codes are comprised of 6-digits that best describe a company's primary industry and activity. Companies should have several NAICS codes as the codes help determine viable bidding opportunities for a business.

**Where can I find my NAICS code(s)?** Visit the NAICS Website at www.census.gov/naics and NAICS Code & SIC Identification Tools | NAICS Association.

2

**Step 2. Getting Certified: Which Certifications should my business pursue?**
Certified local businesses are eligible to receive additional bid preferences to enhance their market competitiveness during the bidding process.

For this reason, businesses should apply for as many certifications as their business is eligible for AND that are applicable to their procurement goals.

- City of LA Inter-Agency Certification Recognition Chart_ August 2023.docx_.pdf
- Business Certifications | Bureau of Contract Administration

3

**Step 3. Register your business on the relevant procurement portal(s).**
Registering is free at every level of government. Most businesses that sell across jurisdictions maintain active profiles on more than one portal at the same time.

## PHASE 2: I AM CONTRACT READY

4

**Step 4. Research Your Market**
Understand what services and commodities each agency actually buys, and how it is meeting its small/local/diverse business goals. Contract types generally fall into three buckets everywhere: Commodities, Construction, and Professional Services.

5

**Step 5. Market Yourself**

- Develop a capability statement.
- Prepare a targeted marketing plan.
- Prepare a one-minute elevator pitch.
- Be resourceful! Work with PACE's Procurement team. Contact ProcureLA@pacela.org.

**Schedule 1:1 counseling at ProcureLA@pacela.org.**

**Unlock Contracting Opportunities with Free Support Services. Visit pacelabdc.org/contract.**

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## PHASE 3: I AM READY TO BID!

6

**Step 6. Bidding On A Contract**
Don't bite off more than you can chew:

- Only bid on what you can deliver — Can you provide the requisite product/services?
- Make sure you meet the minimum requirements.
- Understand the solicitation requirements/guidelines for the opportunity and follow the instructions precisely. Understand your competitors and define how you differ/stand out.
- Reach out to our team for assistance if necessary.
- Attend the Pre-Bid Meeting.
- Comply with all requirements & conditions of the contract (Licensing, bonding, document submittals, terms & conditions).
- Submit bid on time!

7

**Step 7. If You are Not Awarded the Contract**
If you are unsuccessful, request a debrief from the Procurement Contracting Officers (PCO).

This is an opportunity to ask questions and gain further insight on the scoring of your bid. It's a great learning opportunity as your business moves forward! Don't give up!

8

**Step 8. If You are Awarded the Contract: Contract Performance**
Execute the contract and deliver on what was outlined in your proposal.

Contact the Contracting Officer (CO) if you have questions on terms and conditions.

9

**Step 9. Growing with the Government Contracting Process**

- Attend webinars/workshops.
- Participate in conferences, summits, match-making events, etc.
- Connect with our team to get access to opportunities and resources.

## Tips from PACE's Procurement Team

- Understand each agency's bidding process and get familiar with mandatory compliance requirements before you bid.
- Get certified to gain a competitive edge.
- Stay reputable/maintain business integrity.
- Only bid on what you can deliver.
- Find a mentor/network with prime contractors.
- Apply lessons learned as you move forward with the procurement process.
- Be patient and tenacious!

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