

AVIATION DEPARTMENT

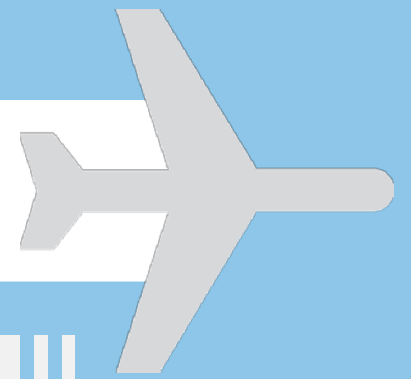
NAVIGATING AVIATION PROCUREMENT: FROM BID TO CONTRACT

IVY SILVA
PROCUREMENT MANAGER
FEBRUARY 22, 2024



PHX DVT BYR

AGENDA



1 AVN Contract & Solicitation Types/Methods

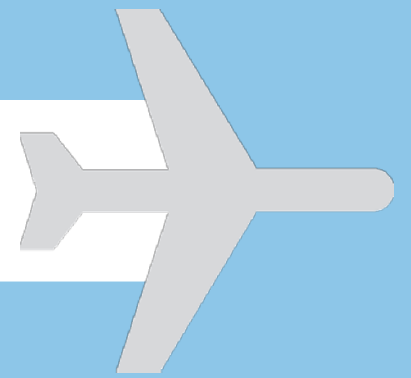
2 AVN Procurement Cycle

3 Preparing an Effective Offer

4 Tips for Responsive Submittal

5 Register to Become a Vendor

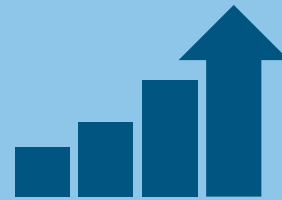
CONTRACT & SOLICITATION TYPES



Expenditure

- General Goods & Services
- Professional Services

A contract in which City monies and/or resources are expended, or a financial obligation is created on the part of the City of Phoenix Aviation Department



Revenue

- Terminal Premier Vending
- Terminal F&B Concession

A contract between the City of Phoenix Aviation Department and a contractor (with or without concessions), wherein the contractor agrees to pay the City in exchange for the right to conduct business on City property.



Construction

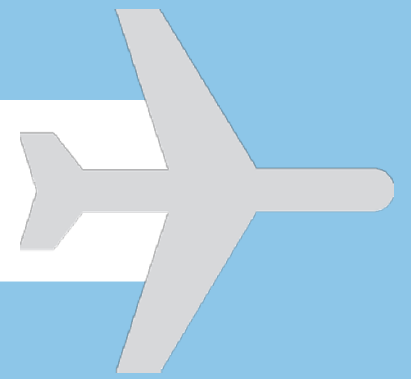
- Procured by Street Transportation Department

Contact Kandi Kawolsky

- Kandi.Kawolsky@phoenix.gov

- (602) 256-4108

CONTRACT & SOLICITATION METHODS



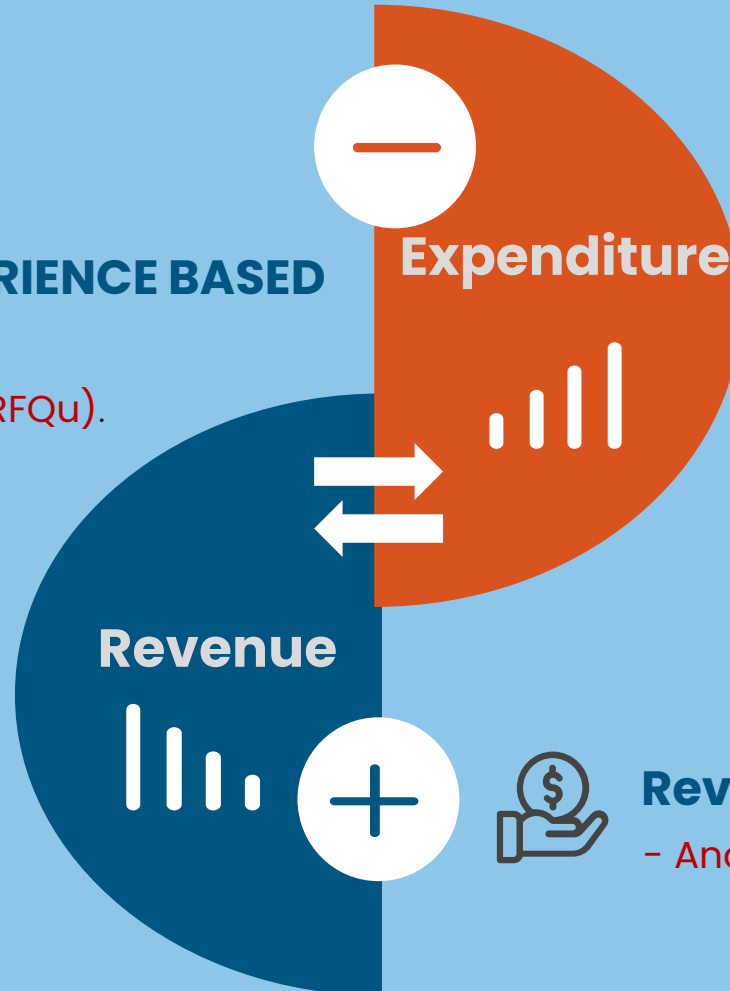
PRICE BASED

- Request for Quote (RFQ)
- Invitation for Bid (IFB)



QUALIFICATION/EXPERIENCE BASED

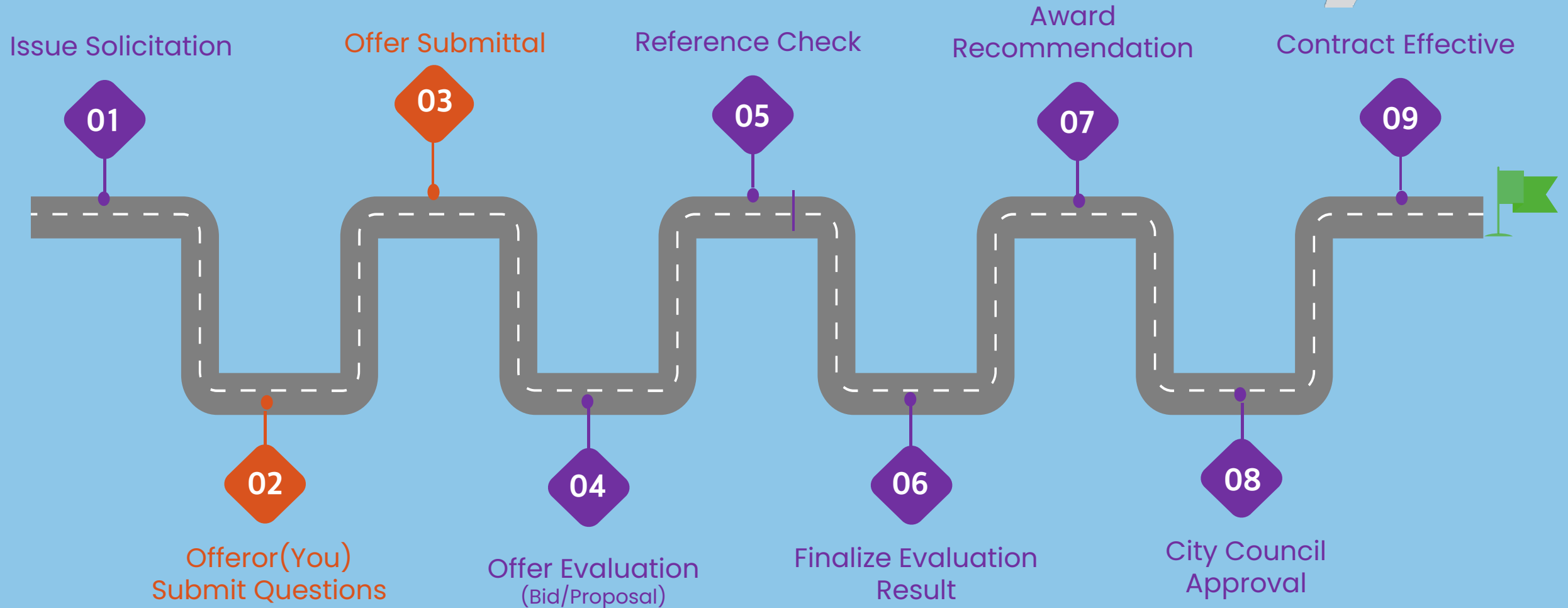
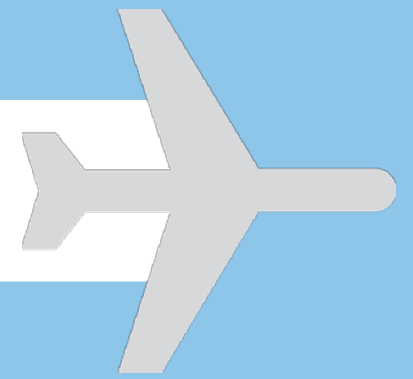
- Request for Proposal (RFP)
- Request for Qualification (RFQu).



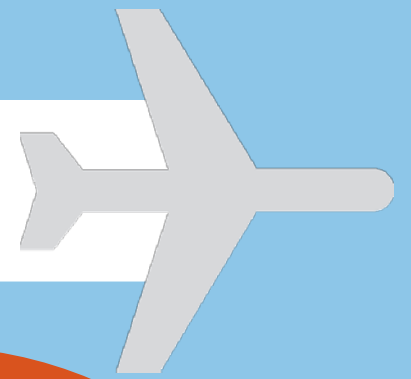
Revenue Contract Solicitation (RCS)

- Another form of Request for Proposal (RFP)

PROCUREMENT CYCLE



UPCOMING TRENDS / REQUIREMENT



Sustainability

→ **Current:**

Vision, Commitment & Practice –
Environmental Sustainability and
Conservation

→ **Future:**

Adhere City of Phoenix / PHX established
sustainability goal



Automation

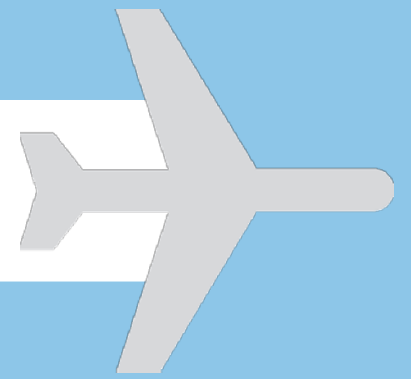
→ **Current:**

N/A

→ **Future:**

Solicitation Issuance (from City)
Offer/Proposal Submittal (from You)

PREPARING AN EFFECTIVE OFFER



→ Read & understand requirements.

→ Attend Pre-Bid/Offer Meeting

→ Ask questions before set deadline.

→ Check solicitation website often for Solicitation requirement changes via addendum

→ Satisfy the minimum qualifications listed in the Solicitation

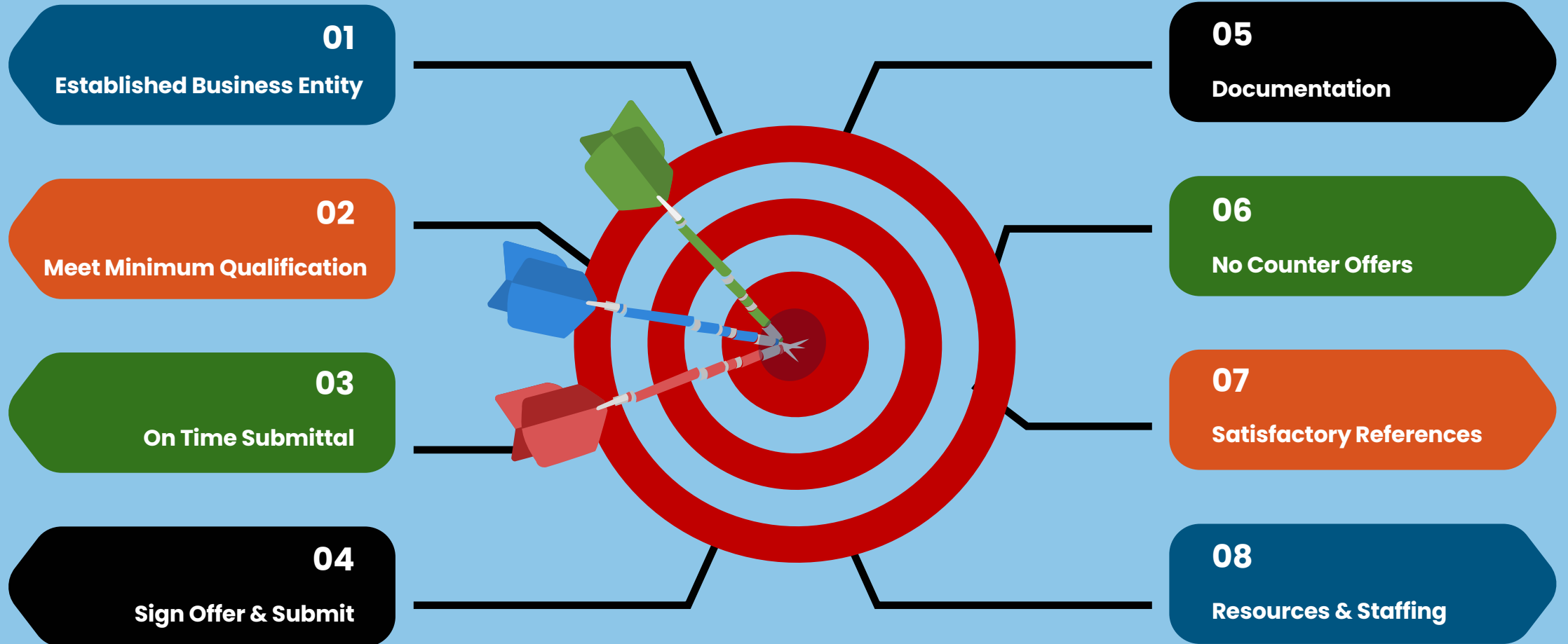
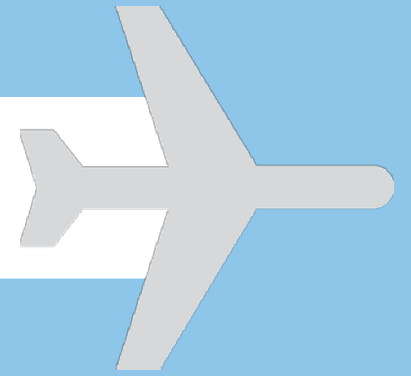
may not apply to all solicitations

→ Provide all required document and license(s)

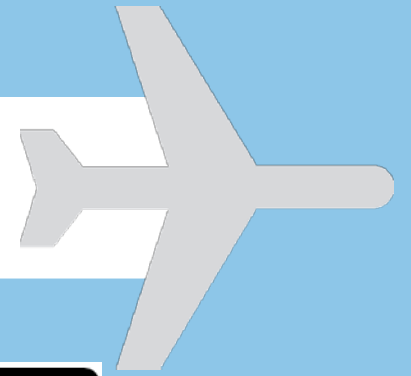
→ Make sure your references provided are available when called

→ Offer/price takes into account all applicable requirements i.e., badging, insurance, freight...etc.

BEING RESPONSIVE



PREPARE TO BE A CITY CONTRACTOR



Available Resources

- All City contracts are Public Records
- Public Records are located on City of Phoenix – City Clerk’s Public Records Search page

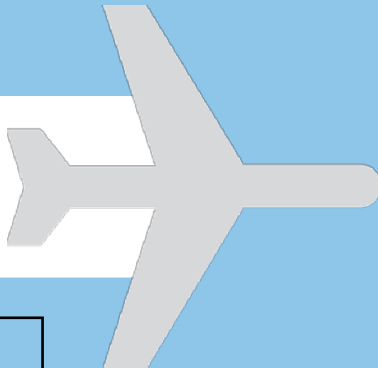


Key Information to Consider

- Contract Performance and Service Requirement
- Insurance Requirement
- Pricing



REGISTER TO BECOME CITY VENDOR



City of Phoenix Finance Department - <https://www.phoenix.gov/procure>



SCAN ME



BECOME A VENDOR

1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

A graphic with a maroon header and a list of four steps to become a vendor. It includes an image of a city building and a small pink circle with the text "Steps to Success!".

Need Help? Email vendor.support@phoenix.gov or call (602) 262-1819

Aviation Department

Email: busopps.aviation@phoenix.gov

Include following information in your email:

- Company Name
- Email address (for notification)
- Identify interested business area(s)
i.e., Retail, Food & Beverage, Ground Transportation



SCAN ME

CONTACT INFORMATION



Aviation Department
Contracts & Services Division

Ivy Silva
Procurement Manager
(602) 228-2351
ivy.silva@phoenix.gov



PHX BYT BYR



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Questions?

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