

# AVIATION BUSINESS SUMMIT

## CRACKING THE CODE: HOW TO BECOME A SUPERSTAR CONTRACTOR AT PHX

Contracts and Services  
Procurement Panel  
March 10, 2026



**PHX DVT BYR**

# PANELISTS



**Ivy Huang**

Procurement  
Manager



**Cadle Collins**

Procurement  
Manager



**Amy Turner**

Contracts  
Specialist II\* Lead



**Annie Sleeper**

Contracts  
Specialist II\* Lead



# QUESTION

**HOW CAN VENDORS LEARN ABOUT  
UPCOMING PROCUREMENT OPPORTUNITIES  
& HOW DO THEY PARTICIPATE?**



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**READY.**  
**SET.**  
**GO.**

- Register
- Review
- Respond
- Receive \$

# DOING BUSINESS WITH THE CITY

- **OPENGOV** –
  - REGISTER
  - REVIEW &
  - RESPOND TO OPPORTUNITIES
- **PROCUREPHX** – RECEIVE PAYMENT



# STEP 1: REGISTER IN OPENGOV



Sign up with just an Email!

*We'll send you an email to activate your account*

Email Address

Sign Up

[Already have an account?](#)

*By clicking "Sign Up" you agree to our [Terms](#) and [Privacy Policy](#).*



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# STEP 2: REVIEW OPPORTUNITIES

The screenshot displays the 'Procurement Portal' interface. At the top, there is a navigation bar with 'Gov Procurement' and various menu items like 'Intake', 'Projects', 'Contracts', 'Vendors', 'Dashboards', and 'Analytics'. A '+ Create' button is visible on the right. The main content area is titled 'Procurement Portal' and has three tabs: 'Projects', 'Calendar', and 'Vendors'. The 'Projects' tab is selected. Below the tabs, there are filters for 'All Departments' (with a dropdown arrow) and 'Active'. A 'Search' button is located to the right of these filters. Below the filters is a table of project opportunities. The table has columns for 'Project Title', 'Project ID', 'Status', 'Addenda', 'Release Date', and 'D'. Two projects are listed: 'Court Foreign Language Interpretation and Translation Services' with Project ID 'PMC RFQu-25-001' and Status 'Open', and 'HVAC Filter Maintenance and Repair' with Project ID '27-FMD-007' and Status 'Open'. On the left side of the page, there is a sidebar with the City of Phoenix logo, the text 'City of Phoenix PHOENIX, AZ', and a '+ Subscribe' button. A 'Questions?' link is at the bottom of the sidebar. Three black arrows point to the 'Calendar' tab, the 'All Departments' dropdown, and the '+ Subscribe' button.

Gov Procurement Intake Projects Contracts Vendors Dashboards Analytics New Features + Create

## Procurement Portal

Projects Calendar Vendors

All Departments Active Search Advanced

Project Title	Project ID	Status	Addenda	Release Date	D
Court Foreign Language Interpretation and Translation Services	PMC RFQu-25-001	Open	0	7/1/2025	6/3
HVAC Filter Maintenance and Repair	27-FMD-007	Open	0	1/21/2026	4/

+ Subscribe Questions?



# STEP 3: RESPOND

[Visit Help Center](#)



OPEN

## Airfield Lighting Hardware Supplies

Last updated by [Addendum #1](#) on Feb 25, 2026 11:28 AM

✉ Invitation For Bid 🏛️ Aviation

**Project ID:** IFB-26-0222

**Release Date:** Wednesday, February 11, 2026 · **Due Date:** Wednesday, March 4, 2026 11:00am

🚩 Posted 📅 Wednesday, February 11, 2026 2:00pm

All dates & times in Mountain Time - Arizona



[Draft Response](#)

[No Bid](#)

Time Remaining: 2 days, 0 hours, 34 minutes

Overview

[Project Documents](#)

[Downloads](#)



# STEP 4: RECEIVE \$

Register in  
ProcurePHX  
Vendor Portal



# RECAP

Step	Purpose
Register in Open Gov	Browse and Bid
Subscribe and Follow	Stay in the loop
Self-Register in ProcurePHX	Ensure Payments Flow
Upload W9 and Details	Seal the Deal
Win Bid → Submit Invoice	Get Paid!

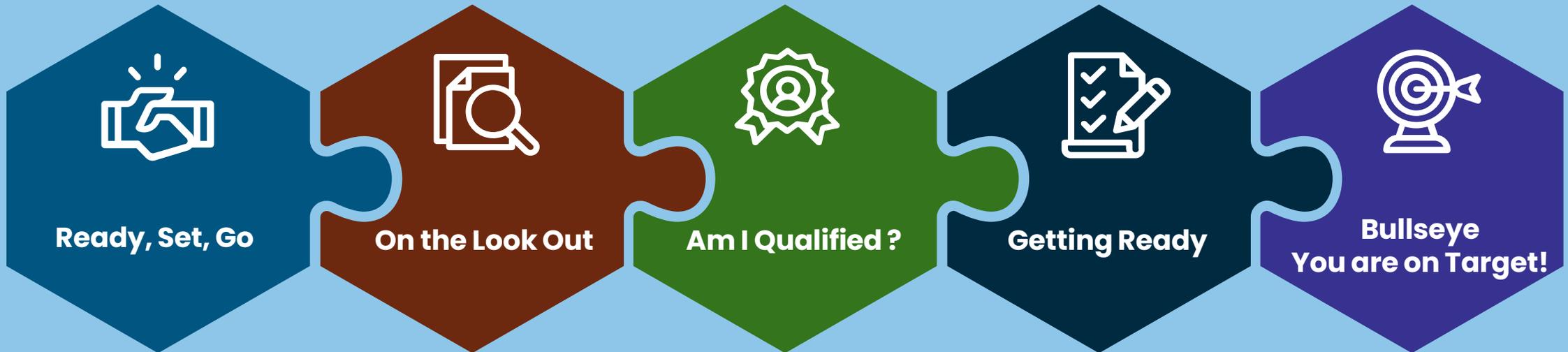
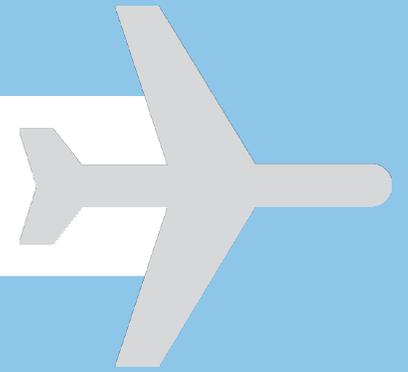


# QUESTION

**WHAT ARE THE BEST PRACTICES  
FOR SUBMITTING A COMPLIANT  
AND COMPETITIVE PROPOSAL OR  
BID?**



# PREPARING AN EFFECTIVE OFFER



- Read & understand requirements.
- Attend Pre-Offer Meeting
- Ask questions before deadline.

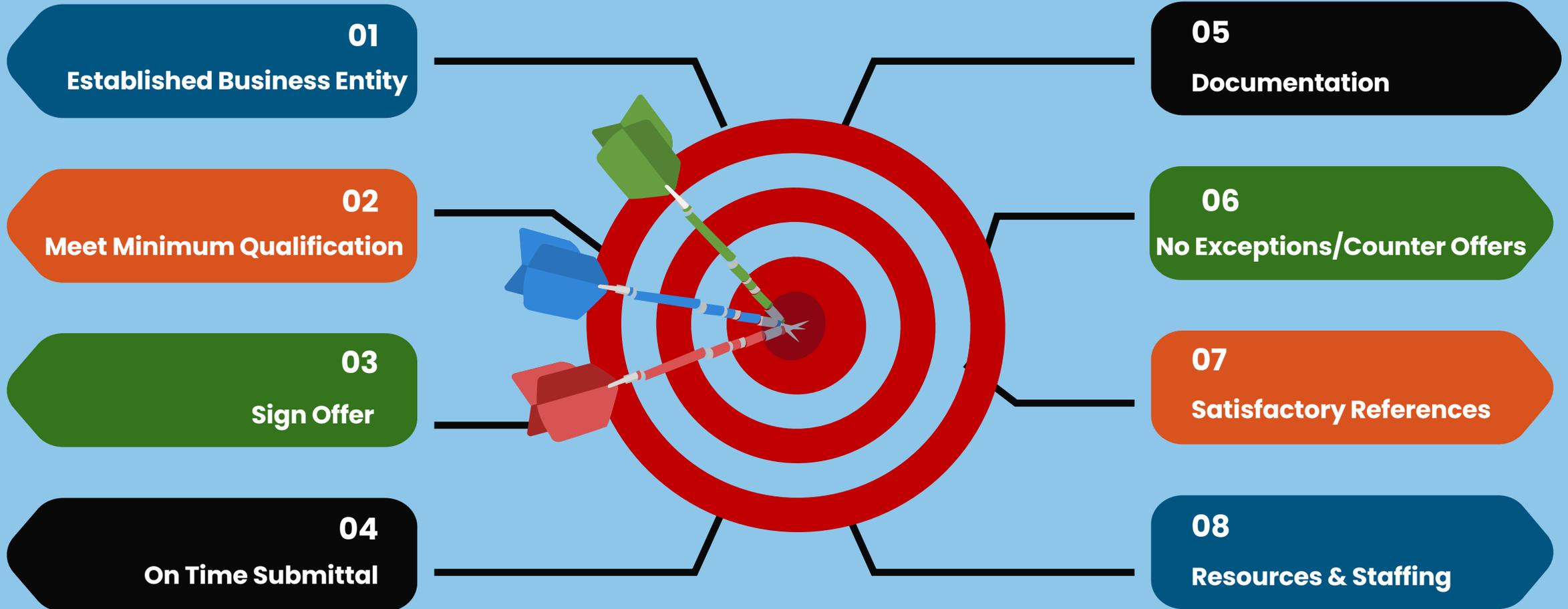
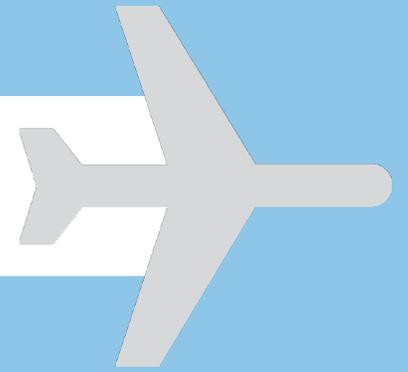
- Check website for Solicitation requirement changes via addendum

- Satisfy the minimum qualifications listed in the Solicitation

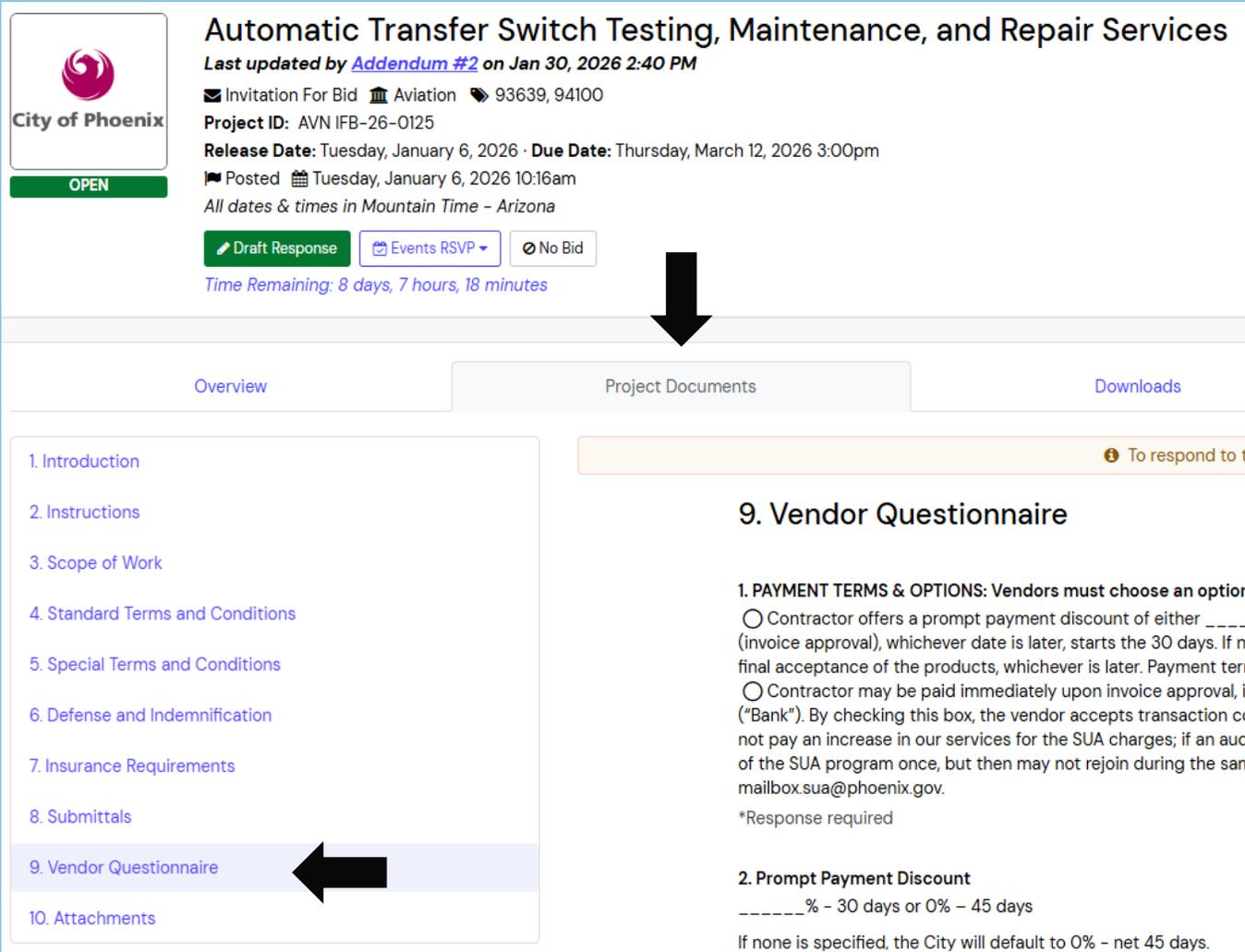
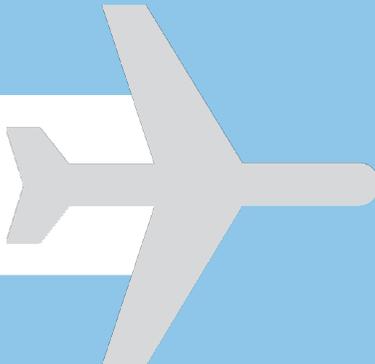
- Provide all required documents and license(s)
- Make sure your references provided are available when called

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

# BEING RESPONSIVE



# OpenGov Vendor Questionnaire



The screenshot displays the OpenGov Vendor Questionnaire interface for the project "Automatic Transfer Switch Testing, Maintenance, and Repair Services". The City of Phoenix logo is visible in the top left. The project details include: "Last updated by Addendum #2 on Jan 30, 2026 2:40 PM", "Invitation For Bid Aviation 93639, 94100", "Project ID: AVN IFB-26-0125", "Release Date: Tuesday, January 6, 2026", and "Due Date: Thursday, March 12, 2026 3:00pm". A green "OPEN" button is present. Action buttons include "Draft Response", "Events RSVP", and "No Bid". A timer shows "Time Remaining: 8 days, 7 hours, 18 minutes". The navigation tabs are "Overview", "Project Documents", and "Downloads". The left sidebar lists sections 1 through 10, with "9. Vendor Questionnaire" highlighted and an arrow pointing to it. The main content area shows section 9, "Vendor Questionnaire", with sub-sections "1. PAYMENT TERMS & OPTIONS" and "2. Prompt Payment Discount".

**Automatic Transfer Switch Testing, Maintenance, and Repair Services**  
Last updated by [Addendum #2](#) on Jan 30, 2026 2:40 PM  
✉ Invitation For Bid 🏢 Aviation 📞 93639, 94100  
Project ID: AVN IFB-26-0125  
Release Date: Tuesday, January 6, 2026 · Due Date: Thursday, March 12, 2026 3:00pm  
📅 Posted 📅 Tuesday, January 6, 2026 10:16am  
All dates & times in Mountain Time - Arizona

[Draft Response](#) [Events RSVP](#) [No Bid](#)  
Time Remaining: 8 days, 7 hours, 18 minutes

Overview **Project Documents** Downloads

1. Introduction  
2. Instructions  
3. Scope of Work  
4. Standard Terms and Conditions  
5. Special Terms and Conditions  
6. Defense and Indemnification  
7. Insurance Requirements  
8. Submittals  
**9. Vendor Questionnaire**  
10. Attachments

**9. Vendor Questionnaire**  
To respond to t

**1. PAYMENT TERMS & OPTIONS: Vendors must choose an option**  
 Contractor offers a prompt payment discount of either \_\_\_\_\_ (invoice approval), whichever date is later, starts the 30 days. If no final acceptance of the products, whichever is later. Payment terms  
 Contractor may be paid immediately upon invoice approval, in full ("Bank"). By checking this box, the vendor accepts transaction costs and not pay an increase in our services for the SUA charges; if an auditor audits the SUA program once, but then may not rejoin during the same program.  
mailbox.sua@phoenix.gov.  
\*Response required

**2. Prompt Payment Discount**  
\_\_\_\_\_ % - 30 days or 0% - 45 days  
If none is specified, the City will default to 0% - net 45 days.

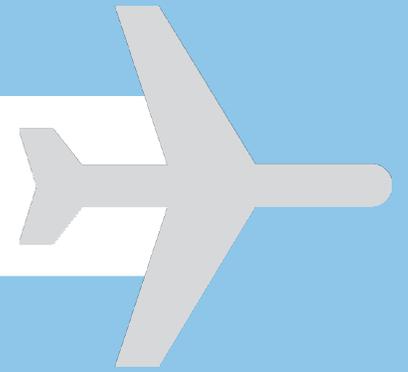
# QUESTION

**WINNING THE CONTRACT IS JUST STEP ONE –  
WHAT ONBOARDING STRATEGIES AND  
PARTNERSHIPS TRULY SET VENDORS UP  
FOR LONG-TERM SUCCESS?**



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# Key Steps – Onboarding



**CONTRACT REQUIREMENT**



**POST-AWARD  
MEETING**



**COLLABORATION**

# QUESTION

**WHAT ARE THE AWARDED  
VENDORS' RESPONSIBILITIES TO  
MAINTAIN GOOD STANDING?**



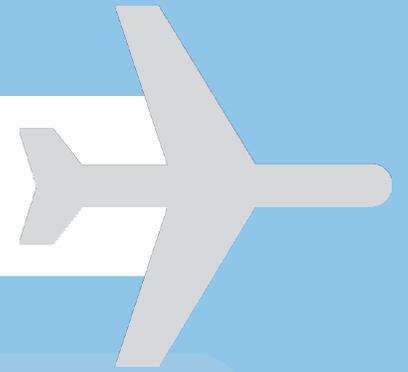
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# THE CONTRACT AWARD GOES TO...



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# POST AWARD CONTRACT SUCCESS



1

## INITIAL REQUIREMENTS

- Read the solicitation requirements in detail
- Ensure you register as a vendor on ProcurePHX
- Obtain insurance prior to contract start
- Obtain the performance bond/LOA prior to contract start

## CONTRACT DELIVERABLES

- Provide services and/or materials as required by the SOW
- Communicate any and all modifications prior

2

## ACCURATE INVOICING

- Refer to the fee schedule in the solicitation
- Invoice only what the City has received
- Communicate mistakes ASAP

## PERFORMANCE

- Perform per the SOW
- Communicate all alterations
- Promptly respond to written or verbal concerns from the City
- Your success is our success

4

3

# Questions?



**PHX** PHOENIX SKY HARBOR  
INTERNATIONAL AIRPORT

America's Friendliest Airport®



# THANK YOU!



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