



TIPS FOR USING PLANETBIDS

Attend Pre-bid/Proposal Meetings

Depending on the procurement, the RTA may hold pre-bid/proposal meetings on-site. The details of these meetings will be identified on the “Bid Information” tab of the posted procurement in PlanetBids. This is an excellent opportunity to learn more details about the requirements of procurement and to network with other potential bidders/proposers who have interest in the procurement. Plan to put your best foot forward at these meetings and create business relationships with other vendors.

Download the Pre-bid/Proposal Meeting Sign-in Sheet

Whether you are looking to participate as a Prime contractor or Subcontractor, knowing some of the vendors who might have interest in the procurement may be helpful. After the pre-bid/proposal meeting, the RTA may post the sign-in sheet from that meeting, which identifies all the attendees and their contact information. If you are planning to bid as a Prime contractor, you may be able to utilize this information to recruit Subcontractors to participate with you. If you prefer to participate as a Subcontractor, you may be able to contact the Prime contractors to see if they have need of your services in the procurement. Keep in mind though that vendors not listed on the sign-in sheet may also be interested in participating.

COMMON MISTAKES WHEN USING PLANETBIDS

Incomplete Profile

When completing your registration, please be sure to complete your business information in its entirety. Make sure you have identified ALL of your businesses’ NAICS codes, correct contact information, and any pertinent business certifications. An incomplete profile can prevent you from receiving all procurement notifications that are congruent with your business.

Registering with Only One Agency

There are a number of public agencies that utilize PlanetBids, each of them with their own portal. You must register individually with each agency on their own vendor portals in order to receive their procurement opportunities.

Out-of-Date Profile

It is highly recommended to periodically review and update your profile information. This often becomes an issue when vacationing or former employees are the point of contact for your business which may lead to missed bidding opportunities. This may also become an issue if your business has moved or switched internet and phone service. If procurement opportunities are emailed to someone who is not working, then you likely will miss opportunities. Log-in to ensure that the email address, phone number, and other contact information is correct.