

**FILE NUMBER: 2025-060**

**DATE:** Tuesday, March 11, 2025

**SUBJECT: Amendment No. 3 to the Agreement with PlanetBids, Inc. for Vendor and Bid Management Services to Increase Funds by \$137,337.**

**DESCRIPTION: Resolution Authorizing Amendment No. 3 to the Agreement with PlanetBids, Inc. to Provide Vendor and Bid Management Services for an Additional \$137,337 for a New Not-To-Exceed Agreement Total of \$625,613. Funds for Current Fiscal Year are Budgeted; All Funds for Future Fiscal Years will be Budgeted in the Appropriate Fiscal Year, Subject to Board Approval Upon Adoption of each Fiscal Year's Budget.**

**EXECUTIVE SUMMARY:**

On June 26, 2013, the District entered into an agreement with PlanetBids, Inc. (PlanetBids) for Vendor and Bid Management Services to enable the District's Procurement Services staff to issue and receive bids and proposals electronically and manage and maintain the vendor database.

The agreement was entered following a Request for Proposal (RFP) competition issued on October 4, 2012, identifying PlanetBids as the best value option capable of providing Vendor and Bid Management Services. This agreement, initially valued at \$385,384, was later amended to extend the date of services to July 31, 2025, and increase the not to exceed amount to \$488,276 as permitted by policy. This adjustment was necessary to extend services and accommodate the growth in the number of Procurement Services staff, the growing demands for solicitations and to ensure the continued support of the Port's operations.

District Information Technology (IT) Staff are undertaking an upgrade to the District's SAP Enterprise Resource Planning (ERP) Systems. In partnership with Procurement Services staff the ERP System upgrade includes the evaluation and upgrade of the District's procurement platforms. While this effort is underway, the District will leverage the existing Vendor and Bid Management Services agreement with PlanetBids to ensure continuity of operations for these vital services that allow District Procurement Services staff to issue and receive solicitations electronically.

Staff recommends the Board authorize an amendment to the agreement (Attachment A) with PlanetBids, for vendor and bid management services to extend the agreement from July 31, 2025, to July 31, 2028, and increase the not to exceed amount to \$625,613, to continue facilitating electronic bidding for goods, services, and public projects as part of the District's ongoing effort to reduce costs through efficient and effective best management practices.

**RECOMMENDATION:**

Resolution Authorizing Amendment No. 3 to the Agreement with PlanetBids, Inc. for Vendor and Bid Management Services for an Additional \$137,337, and a New Not-To-Exceed Total of \$625,613. Funding for This Amendment is Budgeted Within the Current Fiscal Year, and Will Continue to be Budgeted in Future Fiscal Years.

**FISCAL IMPACT:**

There is no fiscal impact caused by approval of this action.

Funding for this amendment is included in the FY 2025 Technology Management Program’s (TMP) Non-Personnel Expense (NPE) budget. Funds required for future fiscal years will be budgeted in the appropriate year subject to Board approval upon adoption of each fiscal year’s budget.

<b>Cash Requirement Forecast</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>
Equipment & Systems	\$44, 446	\$44, 446	\$44, 446	-	-
Services - Professional & Other	\$1, 333	\$1, 333	\$1, 333	-	-
	<b><u>\$137, 337</u></b>	<b>Total Cash Requirement</b>			

**COMPASS STRATEGIC GOALS:**

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

**DISCUSSION:**

In 2013, an award was granted through a Request for Proposal (RFP) competition, identifying PlanetBids as the best value option capable of providing Vendor and Bid Management Services. This award, initially valued at \$385,384, was later amended to extend the date of services to July 31, 2025, and increase the not to exceed amount to \$488,276 as permitted by policy. This adjustment was necessary to extend services and accommodate the growth in the number of Procurement Services staff, the growing demands for solicitations and to ensure the continued support of the Port's operations.

Pursuant to Board of Port Commissioners Policy No. 110, Section II.C, Request For Proposal (RFP) 12-01 was issued on October 4, 2012. The District received four (4) responsive proposals and selected three (3) firms for interview. A decision analysis was conducted by staff, which rated service providers on weighted criteria as listed in the RFP. PlanetBids received the highest total score and was deemed the best value to provide vendor and bid management services to the District.

A full-service vendor list and electronic bid management service, such as that provided

by PlanetBids, offered the quickest, most environmentally conscious, most economical, and most cost-effective method for the District to provide notification of opportunities and to provide solicitation documents to interested parties. For vendors, the service is also an environmentally conscious and cost-effective manner for submitting responses.

In 2024, an ERP Discovery project was conducted to determine the optimal path forward for the Port of San Diego. The Consulting company recommended upgrading the SAP platform with enhancements to business processes and automation. The recommendation included the direction to upgrade the procurement platforms. These optimizations and additional software, along with the transition to the S/4 HANA cloud-based platform, position the Port for modern, efficient, and scalable operations well into the next decade. While the District undergoes the implementation of the new procurement platform, staff recommends extending the agreement with PlanetBids to continue providing critical Vendor and Bid Management Services to support the District's need to facilitate electronic bidding for goods, services and public projects.

### **General Counsel's Comments:**

The General Counsel's Office reviewed this agenda and approved the proposed agreement as presented to it as to form and legality.

### **Environmental Review:**

The proposed Board action, including without limitation a resolution authorizing amendment No. 3 to the agreement with PlanetBids, Inc. to provide vendor and bid management services for an additional \$137,337 for a new not-to-exceed agreement total of \$625,613, does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board action is not subject to CEQA and no further action under CEQA is required.

The proposed Board action complies with Section 21 and 35 of the Port Act, which allow for the Board to pass resolutions and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

The proposed Board action does not allow for development, as defined in Section 30106 of the California Coastal Act, or new development, pursuant to Section 1.a. of the District's Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or an exclusion finding is not required.

### **Diversity, Equity, and Inclusion Program:**

This agenda sheet has no direct DEI impact on District workforce or contract reporting at this time.

**PREPARED BY:**

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Attachment(s):

Attachment A: Amendment No. 3 to Agreement 41-2013