

Doing Business with the City of Los Angeles

ProcureLA: Connecting Small Businesses with L.A.'s Big Opportunities

9 Steps to Becoming Procurement Ready

Sign up for the City of Los Angeles' Contracting Enhancement Accelerator Program, ProcureLA Academy, hosted by PACE Business: [ProcureLA - Intake Form](#).

PHASE 1: I AM NEW TO GOVERNMENT CONTRACTING

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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](#).

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Step 2. Getting Certified: Which Certifications should my business pursue?

In Los Angeles, 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 to receive.

- [City of LA Inter-Agency Certification Recognition Chart August 2023.docx .pdf](#)
- [Business Certifications | Bureau of Contract Administration](#)

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Step 3. Register your business on Regional Alliance Marketplace for Procurement (RAMPLA)

RAMPLA ([Opportunities](#)) is the procurement portal for the City of Los Angeles. It centralizes both public and private procurement opportunities that are meant to promote access to contracting opportunities for small and diverse businesses.

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Step 4. Research Your Market

Understand both what services and commodities are essential to the City of Los Angeles, and their Small Business/Local/Minority certification obligations and how the City is meeting those obligations. There are three types of contracts available with the City: Commodities/Construction/Professional Services.

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Step 5. Market Yourself

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

 Schedule 1:1 counseling at procurela@pacela.org.

 Unlock Contracting Opportunities with Free Support Services. Visit www.procurela.com.

PHASE 3: I AM READY TO BID!

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Step 6. Bidding On A Contract

Don't bit 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 the ProcureLA 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!

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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!

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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.

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Step 9. Growing with the Government Contracting Process

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

Tips from ProcureLA Team

- Understand the City of Los Angeles's bidding process and get familiar with mandatory compliance requirements.
- 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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