

Over the past several months, the City of Phoenix has been working with the business community to increase communication and find ways to streamline the purchasing and contracting process for goods and services. To meet these needs, the City instituted the Vendor Management System, or VMS.

The VMS is a one-stop shopping center for vendors wishing to do business with the City. The VMS handles everything from new vendor registration, existing vendor maintenance, posting of new business opportunities, and procurement communication.

The Phoenix Office of Arts and Culture invites you to register with the new VMS. As noted above, the VMS will serve as the key tool for posting new business opportunities and communicating with vendors about projects. Later this year, all Call to Artists and other bid opportunities with our office will be posted strictly in the VMS. To obtain copies of a Call or bid document, you will have to register as a vendor within the system.

To register in the VMS, you will need your Tax ID number (either your Employer ID number issued by the IRS, or your SSN) and a valid email address. Full instructions on how to register and a link to the VMS can be obtained at the following Website:

<http://www.phoenix.gov/business/contract/vendor/index.html>

As you go through the registration process, you will be asked to select from a variety of commodity codes based on the goods and/or services you or your company provide. The commodity code system is a nationally recognized numbering system used to specify the various goods and services provided by vendors. Attached to this E-mail is a listing of common commodity codes the Office of Arts and Culture may use when searching for vendors. Also, when a new business opportunity is posted, City staff will tell the system to send notice to anybody who has registered with a set list of codes.

Another great tool the VMS provides is enhanced opportunities for Local Small Business Enterprises to do business with the City by allowing them to self-certify as a Local Small Business.

The City's Local Small Business program will set-aside all procurements of goods and general services under \$50,000 and limit competition for such bids to local small business enterprises whenever possible, e.g. when 3 or more local small business enterprise offers are received.

To qualify as a local small business, businesses must meet the following criteria:

- Business complies with the Small Business Administration's Size Standards for their particular industry.
- Business owner(s) personal net worth does not exceed \$750,000 each year.
- Business has a principle place of business in Maricopa County, Arizona.

If you should have any questions regarding the Vendor Management System, please E-mail us at: PHX-A&C@phoenix.gov, or you can call my office at (602) 534-8334.

Best Regards (On behalf of the entire Phoenix Office of Arts and Culture team),

Scott Steventon
Contracting Officer
Phoenix Office of Arts and Culture
"Art Works, Culture Connects"
Visit our Website at: www.phoenix.gov/ARTS