



Applying for the A&E Bench

Thank you for your interest in the SANDAG Architecture & Engineering (A & E) Bench program.

The new "Bench" concept was developed to assist certified small businesses in their efforts to participate in the new SANDAG A & E contracts. To participate on the A & E Bench, you must be an architecture or engineering firm that is certified as either a Disadvantaged Business Enterprise (DBE) by the California Unified Certification Program (CUCP) or a Small Business Enterprise (SBE) certified by the Department of General Services (DGS). The Bench is open to DBE and SBE firms that provide a variety of professional A & E services and can serve as a pool of certified firms that prime consultants will be able to easily access to work on SANDAG projects.

To register for the A & E Bench follow these steps:

- Go to www.sandag.org/contracts
- Then Click on the "Register" tab, this will take you to the SANDAG/PlanetBids Home Portal. Click the New Vendor Registration Button.
 - **(If you are currently registered in the SANDAG/PlanetBids database –** Log In to the **Vendor Database**, click "Vendor Profile", Review vendor profile to ensure data is current and select the A&E Bench Firm Certification tab).
- **Fill out Company Info tab:** Select a Username and Password (Tip: write it down to remember them). Complete the Company Info, all mandatory fields are denoted by a red asterisk. The Main Contact information section will allow you to enter up to two separate email addresses (a main and an alternate) for notifications of projects out to bid.
- **Additional Addresses tab:** If your company has multiple addresses you may enter them here if you so choose. Remit Addresses are addresses the Agency should use to mail all payments or invoice inquiries. Order Addresses are addresses the Agency should use for purchase orders.
- **Classifications/Licenses tab:** Please select all that apply. To select Contractor Licenses please click on "Add" and select all that apply. License number and expiration date will be mandatory if a license type is selected.
- **Other Business Info tab:** If you do not know if your company is Exempt from Federal Backup Withholding please contact the Agency.
- **Category/Description tab:** Business Description is an optional area for you to describe additional information about your company to the Agency. Bid notices are not generated by information submitted in the description box.

- **A&E Bench Firm Certification tab:** Select "Yes" or "No" to the question "Would you like to be certified as an A&E Bench Firm?" If you are undecided in completing the application, you can select "No" and always return back to your vendor profile to apply to be placed on the "bench"

(Please note when uploading documents to the "Attachments" section of the A&E bench application, you will need to zip file documents, if attaching more than one document.)

- **How do I create a zip file?** While holding the CTRL button down select the files you wish to place in the folder. After you have selected all the files release the CTRL button and right click with your mouse over one of the files. A menu will appear, select "Send" and then select "Compressed (zipped) folder"