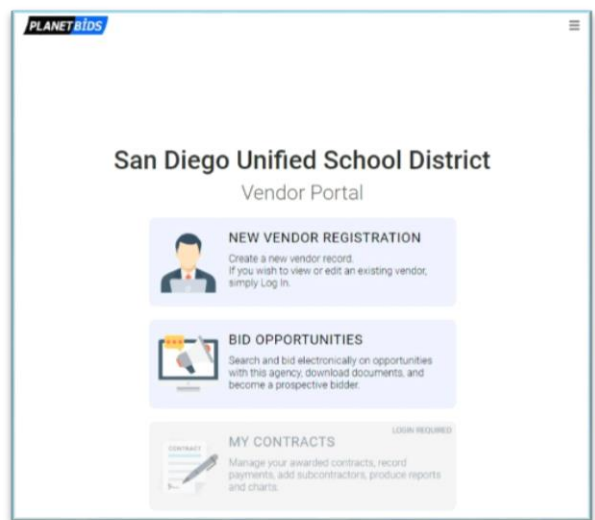


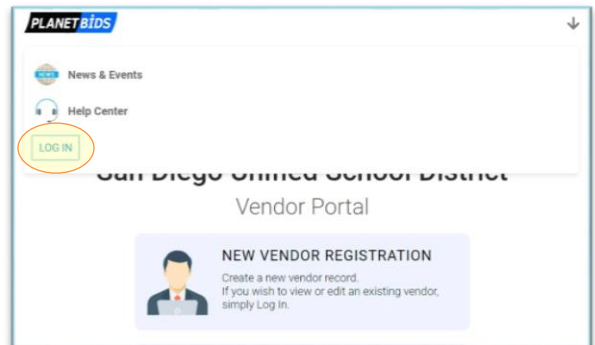


## HOW TO PREQUALIFY WITH SDUSD

From an internet browser,  
**go to the PlanetBids Vendor Portal at**  
[tinyurl.com/SDUSD-PlanetBids](https://tinyurl.com/SDUSD-PlanetBids)



If you are an **existing vendor**,  
**Click on Log In**



Then, **log in to your account:**

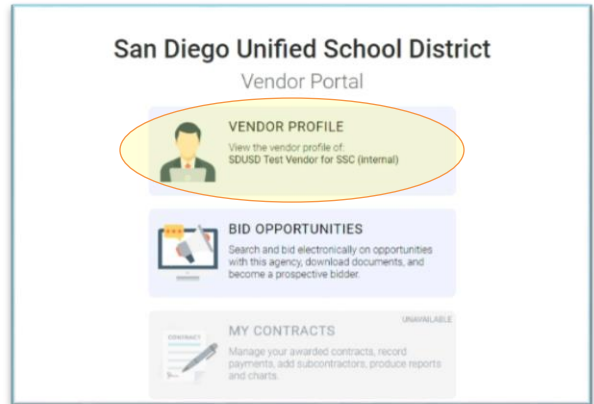


If you are a **new vendor**,  
**Click on New Vendor Registration**  
(note: you will be required to verify the account through a valid email address)

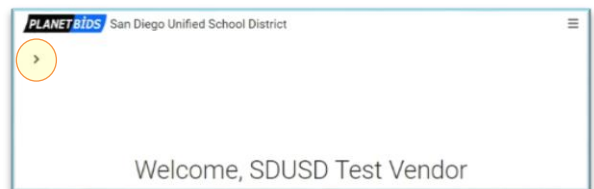
Once registered, **log in to your account:**

**Next, bookmark the site for easy access**

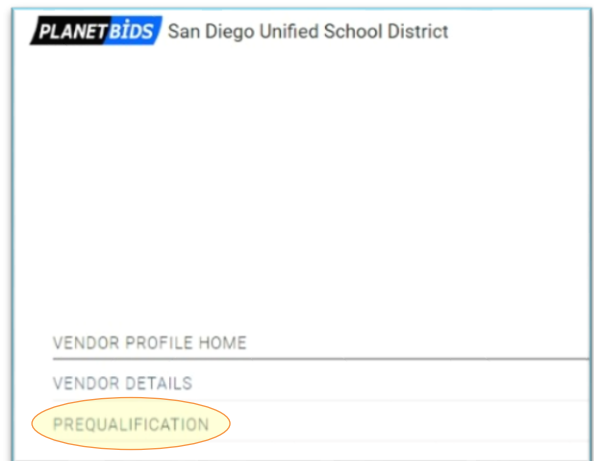
Once logged into your account,  
**click on your Vendor Profile:**



**Click on Arrow**  
on left hand side of screen:



**Click Prequalification:**



**Select Yes** on the first question to get started:

Then, **select the Type** of Prequalification:  
**Prime Contractor, MEP or Non-MEP.**

PLANETBIDS San Diego Unified School District

All information provided will be kept confidential to the extent permitted by law. San Diego Unified School District reserves the right to reject any and all Prequalification Applications and to waive any irregularities in the information contained therein.

If any information provided by a contractor becomes inaccurate, the contractor must immediately notify SDUSD via prequal@sandi.net and provide updated accurate information under penalty of perjury. SDUSD reserves the right to check other sources available. Omission of, or refusal to supply, requested information can result in automatic disqualification.

Prequalification Status  
Current Status: Withdrawn

Type of Prequalification  
Select the type of prequalification you would like to apply for  
Type \*  
Prime Contractor

VENDOR PROFILE HOME  
VENDOR DETAILS  
PREQUALIFICATION

**Input the information required** in the prequalification application:

Contractor Licenses ADD

Licenses  
(none)

Business Information

In Business Since \*  
A response is required

Number of Full-Time Employees \*  
0

Number of Part-Time Employees \*  
0

Lastly, you may **Cancel**, Save it as a **Draft**, or **Complete** it by Clicking on the Submit Button:

For Questions, **Call PlanetBids** at  
(818) 992-1771 or go to  
[home.planetbids.com/support](https://home.planetbids.com/support)

PLANETBIDS San Diego Unified School District

Supplemental Application  
Title  
Drag and drop a file here or browse Files

Proof of DVBE or SDVOB Certification with DGS cert number  
Title  
Drag and drop a file here or browse Files

Certify  
 I, as an authorized agent of my firm, certify and declare that I have read all the foregoing answers and accompanying documents to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct. In addition, by submitting this application, I am authorizing the District to verify all information and contact any and all references listed in order to determine prequalification.\*

Cancel Save As Draft **Submit**

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**You will receive an email with your prequalification status, once completed.**