

# WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT WON OVER BY PLANETBIDS

## HOW PLANETBIDS HELPED



### Vendor Communication

Vendors access and update bid forms online, cutting calls to the procurement office.



### Budget

Bid advertising costs drop by moving all bids online to a vendor portal.



### Transparency

Putting purchasing online lets the community view opportunities, awards, and public spending.

## OVERVIEW

West Valley-Mission Community College District is a public community college system in California that offers exceptional preparation for students wishing to transfer to four-year colleges and universities.

With campuses in Saratoga and Santa Clara, the West Valley-Mission sits in the foothills of the Santa Cruz Mountains, the District is focused on building a brighter future for Silicon Valley. But despite its proximity to the technology capital of the United States, the District still relied on many paper-based and manual processes for its procurement operations, which proved cumbersome and time-consuming for the team.

## THE CHALLENGE

Mina Hernandez, West-Valley Mission's Executive Director of General Services, identified the need to streamline and automate procurement processes, and quickly made adopting new technology a top priority.

However, to build bridges and gain acceptance toward a significant change in the school's purchasing plans, Hernandez realized she needed to "sell" the idea of a digital procurement system to the District's decision makers.



West Valley-Mission  
Community College District

## THE SOLUTION

When searching for a new procurement system, Hernandez reached out to PlanetBids, which has been the leading procurement software for California public agencies since 2000. The PlanetBids team was happy to provide an in-depth demonstration for Hernandez, and she invited key members of the customer departments that would be decision makers for the final selection.

The inclusivity worked perfectly, with the PlanetBids system wowing the broader audience, who were able to view the capabilities of the system for themselves and ask questions about scenarios that might directly affect them.

PlanetBids allows customer departments to implement their own quick quotes for smaller dollar amount purchases, and contract files for projects are kept in the system, rather than in multiple files and spreadsheets on individual computers or in notebooks spread across the District. This centralized repository allows all involved parties to view, report on, and track projects easily. The impact of this demo allowed Hernandez to ultimately move forward with PlanetBids.

As a result, West Valley-Mission Community College District was able to transform bid and vendor management and better track business certifications and insurance for all future purchases. PlanetBids helped the college expand its vendor pool with increased outreach, including a large pool of available vendors in the PlanetBids member network, and more easily generate custom, comprehensive reports with detailed charts and graphics.

"It might surprise many that rolling out a procurement software system is a lot easier than you think," Hernandez said. "From initial planning and design followed by system configuration and testing to ultimate acceptance, training, and launch..."

**... IT REALLY IS ONE OF THE FASTEST  
AND EASIEST IT TRANSITIONS THAT CAN  
TAKE PLACE FOR A LARGE GOVERNMENT  
ORGANIZATION.**



– Mina Hernandez, West-Valley Mission's Executive Director of  
General Services

PlanetBids' implementation and training timeline typically takes between two and eight weeks, depending on the level of customization and the number of people involved. However, many clients have been able to get up and running in just a few days, and continuous learning is available online via the Knowledge Base and through monthly training webinars or additional classes.

Plus, U.S.-based Customer Support is available Monday through Friday, 5 AM-5 PM PST (8 AM-8 PM EST).

"After implementing systems for hundreds of government procurement offices, both big and small, the PlanetBids framework is already in place. PlanetBids can help anyone take those time-consuming manual processes and automate them quickly."



West Valley-Mission  
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# THE RESULTS: TRANSFORMED PROCUREMENT OPERATIONS

Teams and departments across both college campuses can collaborate more efficiently and streamline procurement processes, with better communication and more organization.

## BID MANAGEMENT

The West Valley-Mission Community College District can manage new requisitions across both campuses, allowing individual departments handle small-dollar purchases, and all bids are posted online for better transparency.

## VENDOR MANAGEMENT

The District has access to the entire PlanetBids member network of vendors, expanding their reach and getting more competitive bids.

## INSURANCE CERTIFICATE MANAGEMENT

PlanetBids helps the District stay in compliance with up-to-date insurance documentation and automatic notifications for expiring certificates.

## BUSINESS CERTIFICATION/PREQUALIFICATION MANAGEMENT

The College can manage their small business and diversity programs more efficiently and store all documentation in one location for easy tracking and reporting.

### ABOUT PLANETBIDS?

PlanetBids' end-to-end procurement platform helps procurement professionals in the public, private, education, and non-profit sectors streamline their purchasing operations and improve vendor and supplier relationships for better budget and resource management.

Built and supported by procurement experts, for procurement professionals, PlanetBids is created to be feature-rich and powerful, while also easy to use, supporting sustainability and community empowerment.

### ABOUT WEST-VALLEY MISSION COMMUNITY COLLEGE DISTRICT

West Valley-Mission Community College District is a public community college district that is comprised of two colleges – West Valley College and Mission College – in Santa Clara County and Santa Cruz County, California. The two colleges serve 20,000 students every year, offering 115 associate degrees and 137 certification programs.

In support of their mission to provide outstanding educational programs and services that are responsive to their diverse students and communities, the schools offer free tuition to all students who live within the colleges' service area, as well as free parking, free childcare, and free healthcare.