



Prince George's County Contract Administration and Procurement Division

"Multi-Step Invitation for Bid" Workshop

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“Ground Rules”

- Interactive Participation
- Every question is a good question
- Place Cell phones on vibrate

Introductions

- Your name and company
- Type of business
- Prince George's County Certifications
- One Expectation for today's workshop

Procurement Principles

- Integrity, confidence in the fairness and accountability of the procurement process
- Promote opportunity for County-based, Small and Minority Business Enterprises
- Provide timely and impartial resolutions of issues and concerns
- Provide “Best Value” for the County

Where to start

- Read the entire solicitation once, then read it again and maybe again!
- Read all of the instructions and explanations to ensure that you understand the County's requirements
- Note that information critical to the bid may be located throughout the document

Ask Clarifying Questions

- Attend the Pre-Bid Conference
- Solicitations specify a timeframe for questions to be asked
- Responses to all questions are distributed to all bidders via a written addendum
- Verbal responses to questions are not binding

To Bid or Not to Bid?

- Is the project within the company's resource capability
- Is the project within the company's expertise
- Would this project over extend the company's resources
- Is the project too big or too small

Multi-Step Invitation For BID

- Formal
 - \$30,000 and above
- Requirements clearly defined
 - Goods and Services
- Publicly advertised
 - Website
 - Newspapers of record
 - eMaryland Market Place

Multi-Step Invitation For BID (cont.)

- Award made to lowest responsive and responsible bidder
 - Responsive: meets the terms and conditions of the solicitation
 - Responsible: qualifications
- No negotiation
- Lowest bid Price is final determining factor

Non-Responsive Bid

- Failure to acknowledge addendums
- Failure to sign the bid
- Failure to enclose product literature
- Failure to submit the required number of copies
- Failure to include bid bond
- Failure to provide required subcontractor list
- Failure to separate cost from technical response

Responsible Factors

- Capacity and skill of the bidder
- Character, integrity, reputation, judgment
- Quality of performance of previous contracts
- Previous and existing compliance with laws and ordinances
- Sufficiency of financial resources
- Ability to provide future maintenance and service

Responsible Factors

- Bidder in arrears to the County due to a debt on contract or defaulter on surety
- Bidder's compliance with Minority Business Enterprise requirements
- Bidder is currently suspended or debarred
- Bid price is sufficient to assure performance
- Other relevant information obtained

Evaluation Process

- Conducted by an Evaluation Committee
- After the closing, bids are reviewed to ensure that they meet the mandatory requirements
- Bids that meet the mandatory requirements are distributed to the Evaluation Committee
- Bids are scored against the evaluation criteria established in the solicitation

Evaluation Criteria

- Jobs First Act and Minority Business Enterprise requirements
- Licenses and qualifications of the firm and key employees
- Firm's experience
- Technical Knowledge
- Project Approach

Evaluation Criteria (cont.)

- Key Personnel
- Sufficient resources
 - Financial
 - Human
- Quality of past performance based on references and previous County contracts

Bid Strengths

- Professional and organized per requirements
- Demonstrates a clear understanding of the requirements
- Contains a detailed project approach addressing all aspects of the technical requirements
- Contains a quality assurance plan

Bid Strengths

- Contains “Best Practices”
- Contains a detailed transition plan
- Contains references for work similar to solicitation

Weaknesses

- Document is not professional nor organized
- Response does not demonstrate a clear understanding of the requirements
- Response fails to identify sufficient resources
- Response lacks a quality control plan

Weaknesses (cont.)

- Training program weak or missing
- No backup plan for continuity of services
- Project approach lacks sufficient details
- Experience does not match nor meet the requirements of the solicitation

Weaknesses (cont.)

- Minority Business Enterprise Utilization Plan missing or incomplete
- Vendor repeats scope of work word for word
- Failure to include licenses and permits as required
- Reference form contains inaccurate or outdated contact information
- Process for background check missing

First Impressions Count!

- Bid is professional and organized per the requirements
- Bid is securely bound
- Bid was created specifically for this solicitation /County
- Bid contains little to no cross-references

First Impressions Count! (continued)

- Bid contains section headings and numbered pages
- Related topics are kept together
- Each copy of the bid is complete
- Bid is easy to read and understand.

Tips For Doing Business

- Thoroughly read and re-read solicitation
- Attend Pre-Bid Conference
- Make Sure You Understand The Requirements
 - Ask Questions
- Seek Partnerships if appropriate
- Be cost competitive
- Ensure on time submission

“If You Lose”

- Do not get discouraged
- Schedule a debriefing with the buyer to obtain feedback
- Apply what you learned to your next bid

“If you win”

CELEBRATE!