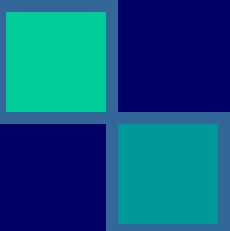

A decorative graphic at the top of the slide consists of several colored squares (teal, green, blue) and a long horizontal bar with a teal outline. The squares are arranged in a pattern that suggests a staircase or a grid. The horizontal bar is positioned below the squares and spans most of the width of the slide.

Small and Minority Business Contracting in Prince George's County

Presented by Tracy M. Benjamin, Esquire

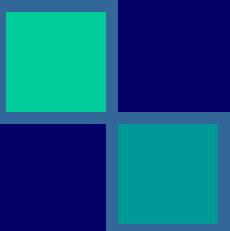



Outline of Topics

- 
- The Solicitation
 - Bids and Proposals
 - MBE Certification by Prince George's County
 - Submitting a Bid
 - The Two-Party Agreement
 - Performance
 - Extension Options
 - Incumbent Contractors
 - Q & A
- 




The Solicitation

- 
- Legal Document
 - Contractor Obligations
 - Sample Two Party Agreement
- 




Bids and Proposals

- Responsibility
 - Ability, Capacity and Skill
 - Character, Integrity, Reputation
 - Previous Performance
 - Bid Price is Sufficient to Assure the Performance of the Bidder
- 




Bids and Proposals

- Responsiveness
 - Conforms in all material respects to the Invitation for Bids
 - Minor Irregularities
 - Multiple Irregularities
- 



MBE Certification by Prince George's County, Maryland

- Washington Metropolitan Area Transit Authority
 - Maryland Department of Transportation
 - Maryland/District of Columbia Minority Supplier Development Council
 - Other Certification Entities
- 



Submitting a Bid

- Timeliness
 - Affidavits
 - MBE Certification
 - Bid Bonds
- 




The Two-Party Agreement

- Careful Review
 - Exceptions
 - Clarifications
- 

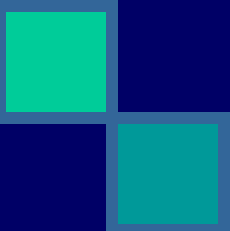



Contract Execution Requirements

- Insurance
 - Bonding
 - Corporate Acknowledgment
 - Witnesses
 - Three Originals
 - Administrative Review Committee
- 




Performance

- 
- Refer Back to the Solicitation
 - Reporting
 - Inability to Perform (Communicate)
 - Payment Terms
 - Termination / Expiration
- 



Extension Options

- Optional
 - Impact of Performance
 - Incumbency
- 



Questions and Answers





Thank You for Attending!!!

