

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

Leslie Jackson Jenkins, Administrator

1400 McCormick Drive

Suite 200

Largo, Maryland 20772

301-883-6400



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

MISSION:

TO OBTAIN QUALITY SUPPLIES, EQUIPMENT, SERVICES AND CONSTRUCTION SERVICES AT THE LOWEST REASONABLE COST TO THE TAXPAYER, WHILE MAXIMIZING CONTRACTING OPPORTUNITIES FOR THE BUSINESS COMMUNITY.

THE COUNTY IS COMMITTED TO MEETING A GOAL OF AWARDING 30 PERCENT OF ITS PROCUREMENT DOLLARS TO CERTIFIED MINORITY BUSINESS ENTERPRISES (MBE).

POLICY:

THAT ALL PROCUREMENTS BE CONDUCTED IN A MANNER THAT AFFORDS FAIRNESS TO THOSE WHO WISH TO DO BUSINESS WITH PRINCE GEORGE'S COUNTY.



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION



The Prince George's County Office of Central Services, Contract Administration and Procurement Division, provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the County Charter, and Subtitle 10A of the Prince George's County Code.

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

ORGANIZATION

- Commodities and services are purchased by the Contract Administration and Procurement Division of the Office of Central Services.
- Vertical construction services are handled by the Contract Administration and Procurement Division of the Office of Central Services
- Road engineering and bridge projects are handled by the Department of Public Works and Transportation.
- Storm water management construction projects are handled by the Department of Environmental Resources.



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

SMALL PROCURMENTS



Category I: (\$1000.00)

- Competition as practical
- Certified minority business participation is encouraged.

Category II: (\$1000.01 to \$2,000.00)

- At least two (2) quotes
- Quotes may be obtained orally or in writing.
- Certified minority business bonus points applied in bid evaluation.
- Certified minority business participation is encouraged

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

SMALL PROCURMENTS Cont.



Category III: (\$2,000.01 to \$10,000.00)

- At least three (3) quotes
- Quotes may be obtained orally or in writing.
- Certified minority business bonus points applied in bid evaluation.
- Certified minority business participation is encouraged

Category IV: (\$10,000.01 to \$30,000.00)

- At least three (3) quotes
- Vendor response must be in writing.
- Certified minority business bonus points applied in bid evaluation.
- Certified minority business participation is encouraged

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

FORMAL BIDDING

- Used when procurement is expected to exceed \$30,000.00.
- Methods:
 1. Invitation for Bids (IFB)
 2. Multi-Step Invitation for Bids
 3. Request for Proposals (RFP)
- Formally advertised on County's website; and in the County's Newspapers of records:
 - Enquirer Gazette
 - Prince George's Post
 - The Sentinel
- Non-refundable fee



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

Invitation For Bids (IFB)

- Contains the specifications or description of the required goods, services or construction and any special standards a supplier must meet.
- States how it will be evaluated and awarded.



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION



Multi-Step Bid (IFB)

- Method involves at least two (2) competitive steps; separate envelopes
 1. Technical Submission
 2. Price Submission
- A Selection Committee is formed.

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

Request for Proposal (RFP)

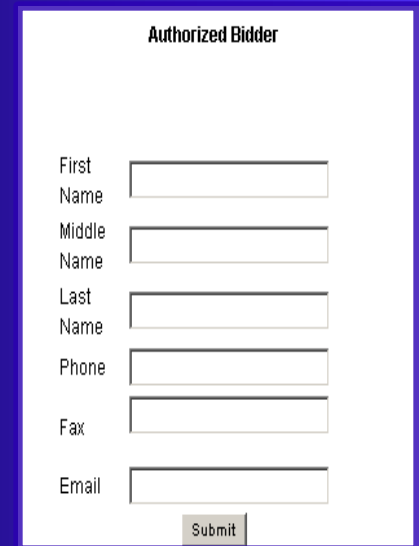
- Proposal Analysis Group (PAG) is assigned.
- Technical responses are evaluated and scored first.
- Offerors who are deemed to have the reasonable potential of being selected for awards shall be offered the opportunity to participate in oral presentations.
- The Evaluation and Selection Committee will make recommendations to the Purchasing Agent for award of the Contract to the responsible Offerors whose proposal are determined to be the most advantageous to the County considering technical and cost factors set forth in the RFP.



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

BIDDER'S APPLICATION

- Make sure correct information is provided for:
 1. Vendor Address and E-mail Address
 2. Commodity/Services Codes
 3. Vendor Tax Identification Number (TIN)
- Bidder may register on-line @www.princegeorgescountymd.gov



The image shows a registration form titled "Authorized Bidder". It contains several input fields for personal and contact information, and a "Submit" button at the bottom right.

Authorized Bidder	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="Submit"/>	

OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

MINORITY BUSINESS CERTIFICATION PROCESS

- Apply to either MDOT (1-800-544-6056) , WMATA (202) 962-1082 or MD/DC/MSDC (301) 592-9700
- Provide the following documentation to the Prince George's County Minority Business Development Division:
 - A. Copy of MBE certification from MDOT, WMATA or MD/DC/MSDC
 - B. Bidder should have completed their on-line bidder application

Minority Business Development Division

1400 McCormick Drive, Suite 282

Largo, Maryland 20774

(301) 883-6480



OFFICE OF CENTRAL SERVICES CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION

GUIDELINES FOR RESPONDING TO COUNTY SOLICITATIONS

1. Re-read the solicitation document thoroughly, **REVIEWING:**
 - A. General Conditions and Instructions to Bidders
 - B. Contract requirements and scope of work
 - C. Basis of Award
 - D. Solicitation closing date
 - E. Format description
 - F. Pricing Structure
 - G. Insurance requirements
 - H. Bond requirements
 - I. Contract Term
 - J. Minority Business participation provisions
 - K. Subcontracting opportunities and reporting
 - L. Bid submittal requirements
2. Verify MBE certification
3. Prepare a thorough and professional response
4. Sign and submit the response and all forms (including addenda)
5. Include all required bid submittals
6. Clearly mark envelopes showing the solicitation number, time/date of solicitation closing.

