



Prince George's County Contract Administration and Procurement Division

"Invitation for Bid Multi-Step" Workshop

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Agenda

- *Welcome*
- *General Rules*
- *Introductions*
- *Procurement Principles*
- *Bid Evaluation*
- *Exercise*
- *Pitfalls To Avoid*

"General Rules"

- *Participation*
- *No dumb question!*
- *Cell phones on vibrate*
- *Break*

Introductions

- *Your name, company*
- *Type of business*
- *Previous contract with Prince George's*
- *Prince George's certified MBE*
- *Goal or expectation for today*

Procurement Principles

- *Integrity, confidence in the fairness and accountability of the procurement process*
- *Fair and equitable treatment*
- *Promote opportunities for small , local and minority business enterprises*
- *Open competition*
- *Meet the needs of the agency*

Procurement Principles (cont.)

- *Promote positive business relationships*
- *Provide timely and impartial resolution of disputes*
- *Provide "Best Value" for the County*

Invitation For Bid – Multi-step

- *Invitation for Bids – Multi-step*
 - *Formal*
 - *Requirements clearly defined*
 - *Works well for goods*
 - *Less complicated services*
 - *Publicly advertised*
 - *Website*
 - *Newspapers*
 - *Send notice of solicitation*

Invitation for Bid Multi-Step(cont.)

- *Pre-bid conference (optional)*
- *Issue addendum if change to scope of work or questions asked for clarification*
- *Vendor response is called a "BID"*
- *Multi-Step - Closing /not publicly opened*
- *BID 's are valid for 90 - 120 days*

Invitation for Bid Multi-Step (cont.)

- *Award made to lowest responsive and responsible bidder*
 - *Responsive: meets the terms and conditions of the solicitation*
 - *Responsible: able to perform*
- *No negotiation*
- *Price is determining factor*
- *Approximate timeline 45-90 days*
 - *Complexity, number of line items, number of bids received*

Evaluation Process

- *The evaluation is done by a committee*
- *After the closing time, the bids are reviewed to ensure that they meet the mandatory requirements*
- *Those that meet the mandatory requirements are distributed to the evaluation committee*
- *The bids are scored against the evaluation criteria shown in the solicitation*

Evaluation process(cont.)

- *Strengths*
- *Weaknesses*
- *Discussions*
 - *Clarifications*

Evaluation Criteria

- *Experience*
- *Licenses and qualifications of the firm*
- *Licenses and qualifications of key employees and subcontractors*
- *Capacity to perform the work*
- *Quality Control and safety programs*
- *Past performance based on references and past County performance*

Evaluation Criteria(cont.)

- *A satisfactory record of business ethics and integrity*
- *Adequate financial resources*
- *Sufficient human resources*
- *Required technical skill, experience, quality and safety programs*
- *Meet contract performance schedule*

Evaluation Criteria (cont.)

- *Minority Business Requirements*
- *Implementation Plan or schedule for performing work*

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*
- *Contains best practices information*
- *Contains a detailed transition plan*
- *Contains references for work similar to solicitation*

Weaknesses

- Document is not professional nor organized
- Document does not demonstrate clear understanding of the requirements
- Document demonstrates a potential lack of resources
- Document lacks a quality control plan/process

Weaknesses (cont.)

- *Training program weak or missing*
- *No backup plan for continuity of services*
- *Hiring policy weak or missing*
- *Project approach weak or missing*
- *Experience does not meet the requirements*
- *No Inspection / maintenance program provided for equipment / services*

Weaknesses (cont.)

- *Document contains short answers*
- *Minority Business Enterprise Utilization Plan missing or incomplete*
- *Vendor repeats scope of work word for word*
- *Failure to include licenses and permits as required*
- *Contains inaccurate references*
- *Background check process missing*

First Impressions Count!

- *Your bid should be professional and organized per the requirements*
- *Use a binding method that works*
- *Bid should look like it was created specifically for this solicitation*
- *Avoid cross-references to the extent possible – it's difficult for evaluators to evaluate the proposal if they have to jump between sections*

First Impressions Count! (continued)

- *Use section headings*
- *Always number pages*
- *Related topics should be kept together and most statements should not be repeated*
- *Make sure each copy of the bid is complete*
- *The bid should be easy to read and understand.*

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*

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 resources*
- *Is the project too big or too small*

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*

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*

Bid Preparation

- *Make a schedule and stick to it!*
- *Make sure plenty of time is reserved for copying, binding and delivering the bid*
- *Distribute the schedule to all members of your team*
- *Plan to deliver your bid the day before it is due*

Tips For Doing Business

- *Attend Pre-Bid Conferences*
- *Make Sure You Understand The Requirements - Ask Questions*
- *Be Cost Competitive*
- *Look for Partnerships With Other Vendors*
- *Deliver Bids On Time*

"If You Lose"

- *Arrange an in-person a debriefing with the Contracting Officer to find out the reasons for your loss*
- *Try not to get discouraged*
- *Apply what you learned on your next bid*

"If you win"

CELEBRATE!