



ONLINE **OPEN HOUSE**

NOW HOSTED ON ZOOM

3RD WEDNESDAY OF
EACH MONTH
10:00AM - 11:00AM



What to Consider When Responding to an IFB

EFFICIENCY

COLLABORATION

TRANSPARENCY

EMPATHY

March 20, 2024

Procurement Methods

Most common procurement methods:

- Formal Solicitations (> \$100k)
 - IFBs
 - RFPs
 - REOs/Is

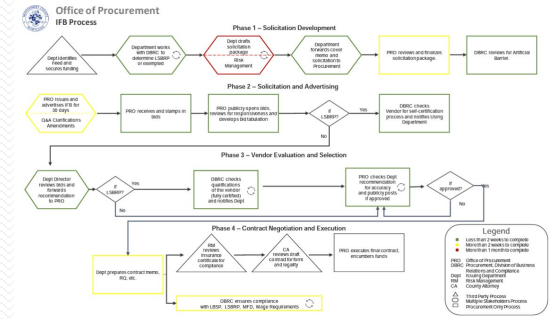
- Informal Solicitations (> \$10k, < \$100k)
 - All reserved under LSBRP
 - > \$50k are subject to MFD requirements
 - > \$50k services contracts are subject to Wage requirements

- Direct Purchase (department buys directly - < \$10k)

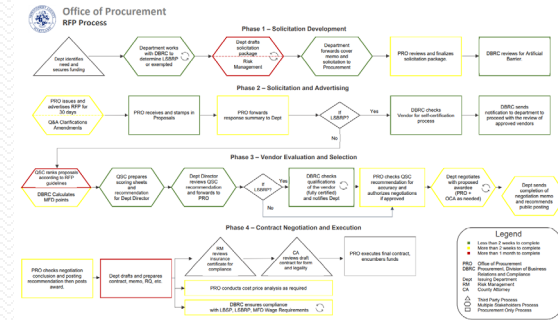
- Open Solicitations (fixed pricing, "open until filled" concept)

- Purchasing Categories
 - Goods
 - Services
 - Construction

IFB Workflow Chart



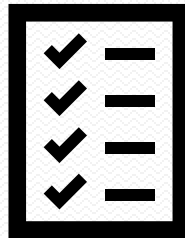
RFP Workflow Chart



Tips

Successful Bidding

- Pay Attention to the Details
 - Thorough understanding of method of award
 - Ensure you respond to the requirements of the quotation sheet (all items, some groups, % discount, delivery schedule, etc)
 - Read technical specifications carefully
 - Ask questions in a timely manner
 - Ensure you are able to meet the requirements of the solicitation
- Bid Package Accuracy
 - Bid due date/time verified
 - Bid submission directions and requirements verified
 - Solicitation amendments verified, if any, for material and non-material updates
 - Bid package reviewed to ensure completeness and required submissions included (attachments, catalog info, technical material documentation, references, etc)



Tips

Pre-bid/Pre-submission Conference

- What
 - Introduction of County staff (department CA & subject matter experts, PRO Specialist and DBRC Program Managers)
 - Details for the specific solicitation
 - Review of the scope
 - Opportunity to ask questions/get clarification
 - Opportunity to learn about other vendors that may be interested in the solicitation (Primes, Subs)
- When
 - This can be found in the solicitation with a Teams link for the meeting
 - Not guaranteed for every solicitation

Responsive and Responsible

- Determination required prior to award
 - Review responsiveness based on meeting all submission requirements, meeting quotation sheet requirements, etc
 - Review for responsibility based on result of required documentation, reference checks, business information, etc.

Resources and Links

- Procurement website
 - www.montgomerycountymd.gov/PRO
- Vendor Registration System
 - www.mcipcc.net
- Vendor Resources:
 - <https://www.montgomerycountymd.gov/PRO/vendor-resources/index.html>
- PROjection (Forecasting tool)
 - <https://www.montgomerycountymd.gov/PRO/solicitations/projections.html>
- Monthly Virtual Open House (Third Wed 10AM)

Summary

Use the Resources Available

- Online
- In Person/Virtual

Follow Guidance and Requirements

- Details are in the solicitations

Ask Questions

- Technical and non-technical in writing via email, at pre-bid/pre-submission conferences

Keep Trying!

In FY23 33% of the vendors were new vendors to the County

General Questions