

# Office of Procurement Open House

How to Submit Proposals on BidNet

November 15, 2023 – 10:00 AM



# TOPICS OF DISCUSSION

## What is BidNet?



- What is it and how was it implemented
- How it's used

## BidNet Actions



- How to determine interest
- How to register
- How to download/respond/withdraw

## Helpful Tips



- Resources to assist in responding to County solicitations
- How to determine estimated timelines

# What Is BidNet?

## What is BidNet?



## BidNet Actions



## Helpful Tips



## What is it and how was it implemented

- Challenge: A no-cost/low-cost method to distribute County solicitations and receive bidder/offeror responses electronically
- Solution: FREE Cloud-based E-Bidding System
  - Implemented Summer of 2020
  - Phased-in Pilot

## How it's used

- Keep the solicitation process simple and reduce/eliminate confusion in the bidding process
- Replaces hard copy submissions - **NO LONGER ACCEPTED**

# BIDNET Actions

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Determine Interest

- View Full Scope on the County’s website listing of formal solicitations: <https://www.montgomerycountymd.gov/PRO/solicitations/formal-solicitations.html>

### Formal Solicitations

[Back to Solicitations and Contracts Home](#)

**Solicitation Tracker**

View the status of a solicitation from issuance to contract execution.

**Solicitation PROjections**

**Solicitation Process Maps**

- IFB Workflow
- RFP Workflow

Formal solicitations include Invitation for Bids (IFB), Requests for Proposals (RFP) and Requests for Expressions of Interest (REOI). The following are sealed Bids/Proposals which will be received in the Montgomery County Office of Procurement for the purchase of Supplies, Equipment and Services for the Montgomery County Government. [Information on solicitations reserved for the Local Small Business Reserve Program](#)

Please click the solicitation number for scope of services, bid holder list and download instructions.

**\*Solicitations Hosted on Bidnet:** The solicitations marked with an asterisk below will be issued through BidNet's Maryland Purchasing Group: <https://www.bidnetdirect.com/maryland/montgomerycounty>. In the spirit of continuous improvement, Montgomery County utilizes this platform to post solicitations and accept electronic responses from vendors. [Click here for instructions on registering and creating a FREE ACCOUNT.](#)

Solicitation #	Solicitation Description	Scope Summary	Bid Opening RFP/REOI Closing
IFB # 1136859	Underground Utility Locating Services <b>This solicitation is hosted on BidNet*</b> [Amendments #1 and #2 have been issued]	View Scope	Oct 21 2022 11:00AM
RFP # 1143866	Applicant Tracking System <b>This solicitation is hosted on BidNet*</b> [Amendments #1 and #2 have been issued] Pre-Submission Conference: (Sep 29 2022 11:00AM ) Microsoft Teams Meeting! See Solicitation for Details)	View Scope	Oct 21 2022 3:00PM
RFP # 1137586	Design Build Services for Playgrounds at Various Childcare Facilities <b>This solicitation is hosted on BidNet*</b> [Amendment #1 has been issued] Pre-Submission Conference: (Oct 5 2022 2:00PM ) Microsoft Teams Meeting! See Solicitation for Details)	View Scope	Oct 25 2022 3:00PM

# BIDNET Actions (Cont'd)

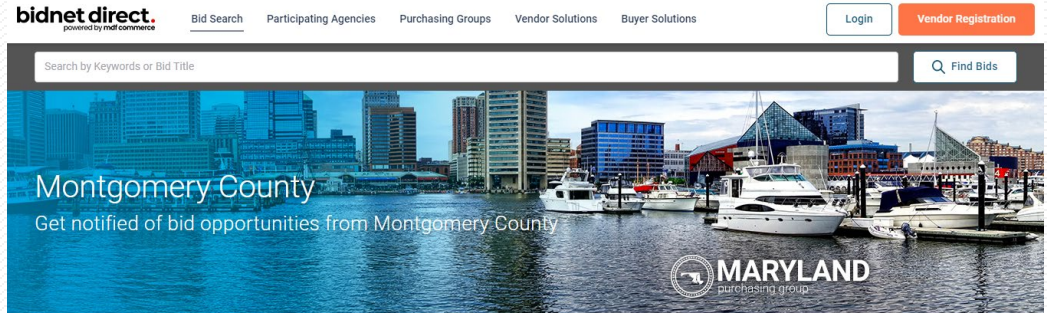
What is BidNet?

BidNet Actions

Helpful Tips

## How to Register

<https://www.bidnetdirect.com/maryland/montgomerycounty>



### Montgomery County Bid Opportunities

Montgomery County's Open and Closed Solicitations are posted below. Please [register](#) or [login](#) to see details of all open opportunities.

In the spirit of continuous improvement Montgomery County utilizes this platform to post solicitations and accept electronic responses from vendors. We welcome all vendors and invite you to register on the Maryland Purchasing Group e-Procurement Platform. **To register at no charge, simply follow the registration path and select the "limited Access" option which will provide you with automatic e-mail notification at no charge. This option will alert you anytime you match with new solicitations from Montgomery County and any other participating**

To receive additional bid opportunities Statewide or from other Purchasing Groups, select one of the other registration options or call the BidNet's Support Team at 800-835-4603, Option 2 for assistance. Montgomery County welcomes your participation and we look forward to doing business together!

### Register to Bid

Register to do business with Montgomery County. Join the Maryland Purchasing Group to expand your business with local governments throughout Maryland.

Register with the Maryland Purchasing Group to gain access to bids today.

[REGISTER NOW →](#)

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Register – Package Selection

- Select the “Limited” option to respond to MC solicitations
- **No added benefits** for paid options

The screenshot shows the 'bidnet direct.' registration page, powered by mcl commerce. The page is titled 'Registration' and shows step 1: 'Package Selection'. There are two options for the registration term: 'One year' (selected) and 'Two years (save up to 20%)'. Below this, there are four package options: 'Limited', 'Group', 'State', and 'Federal'. The 'Limited' package is highlighted with a dashed orange border and has a checkmark in the top right corner. It costs \$0 and allows for 1 agency. The 'Group' package costs \$9/month and allows for 1 agency. The 'State' package costs \$36/month and allows for 200 agencies. The 'Federal' package costs \$45/month and allows for 1025 agencies. Each package lists its benefits, such as 'Member agencies bids', 'Real-time bid alerts', 'Advanced search', 'Daily bid notifications', and 'State & local bids'. Below the packages, there is a 'Select your States (1)' section with a dropdown menu showing 'Maryland X' and a 'Modify States' button. At the bottom, there is a 'Save and Continue' button.

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Register – Personal Information

- Enter your company info accurately
- **Important** Toggle OFF the option to stand out from the competition

Once you toggle off, the “Save and Continue” changes to “Finalize Registration”

The screenshot shows the 'bidnet direct.' registration page. The 'Personal Information' section is highlighted with a blue circle and contains the following fields: First Name (Jane), Last Name (Doe), Company Name (ABC Brand Company), and Phone Number (800-555-5425). The 'Connection Details' section includes Username/Email (janedoe@abcbrandco.com), Password, and Confirm Password. A checkbox for 'I agree to the Terms & Conditions' is checked. A red dashed box highlights the 'Stand out from the competition!' toggle, which is currently turned ON. Below this box is a 'Save and Continue' button. On the right, the 'Order Details' section shows a 'Limited Package (One year)' for \$64.95, with a 'Total' of \$64.95. The 'User Information' section at the bottom right lists the user as Jane Doe, ABC Brand Company, with the same phone number and email address.

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Register – Confirmation & Activation

- You'll receive an immediate confirmation notice.
- **You will not be able to log in until you activate your account.** Check the email address established with registration for the activation email.
- Enter your email address for the username after clicking the activation link



Thank you for subscribing.  
Welcome, ABC Brand Company.

Your activation email is on its way to inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

#### Subscription Details

You purchased the **Limited Package - Maryland**  
You will be charged \$0.00 (plus applicable taxes)

#### Primary Contact

ABC Brand Company  
Jane Doe  
800-555-5425



# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Register – Complete Company Profile

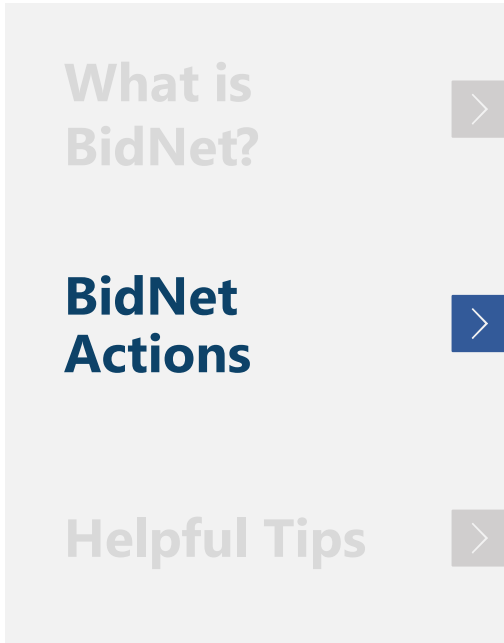
- Finish all sections to reply to solicitations

The screenshot displays a five-step registration process. Step 1, 'Organization Profile', is currently active. The form includes the following fields:

- Organization Name\***: A text input field.
- Type**: A dropdown menu with 'Supplier' selected.
- Organization Address**:
  - Address\***: A text input field.
  - City\***: A text input field.
  - Country\***: A dropdown menu.
  - Zip/Postal Code\***: A text input field.
- Organization Contact Information**:
  - Phone\***: A text input field.
  - ext.**: A text input field.
  - Toll Free**: A text input field.
  - Fax**: A text input field.
  - Email**: A text input field.
  - Website**: A text input field.

A 'Next >' button is located at the bottom of the form.

# BIDNET Actions (Cont'd)



## How to Download County Solicitations

- Log in to your BidNet Account:  
<https://www.bidnetdirect.com/maryland/montgomerycounty>
- Click the solicitation title from the Bid Opportunities listing



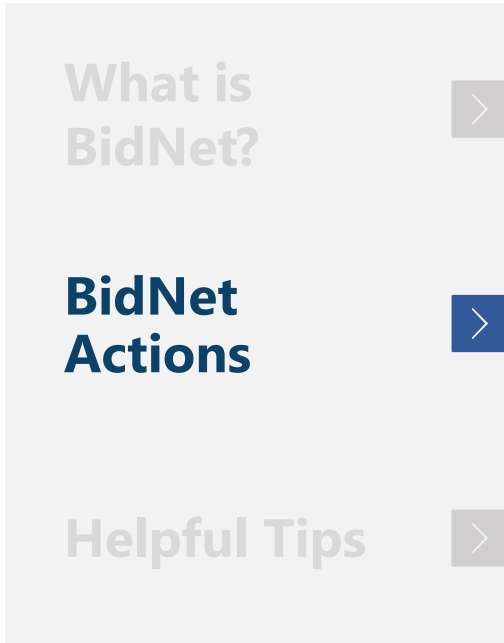
### Montgomery County Bid Opportunities

In the spirit of continuous improvement Montgomery County utilizes this platform to post solicitations and accept electronic responses from vendors. We welcome all over the Maryland Purchasing Group e-Procurement Platform. To register at no charge, simply follow the registration path and select the "Limited Access" option which will provide notification at no charge. This option will alert you anytime you match with new solicitations from Montgomery County and any other participating agencies. Vendors can County solicitations for free with the "Limited Access" option. No purchase is required.

To receive additional bid opportunities Statewide or from other Purchasing Groups, select one of the other registration options or call the BidNet's Support Team at 800-83 assistance. Montgomery County welcomes your participation and we look forward to doing business together!

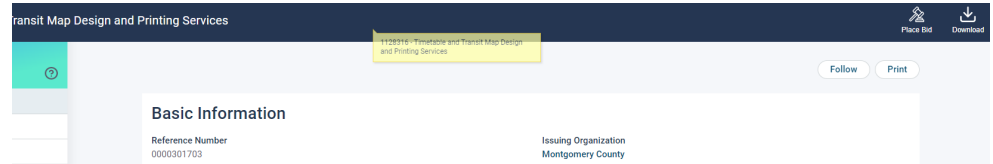
Open Solicitations	Closed Solicitations
15 Open Solicitations <span style="float: right;">Order By Put</span>	
1128316	
<a href="#">Timetable and Transit Map Design and Printing Services</a>	
Maryland	
1125077	
<a href="#">Cost Allocation Plan and Random Moment Time Study</a>	
Maryland	
1144549	
<a href="#">Time and Material Kitchen Hood, Laundry Exhaust Systems &amp; HVAC Duct Cleaning</a>	
Maryland	

# BIDNET Actions (Cont'd)



## How to Download County Solicitations

- Click the “Follow” button to make sure you’re notified of amendments



- Review the information from the left navigation including notice details, solicitation documents, and bid holder (companies that have downloaded at least one document)
- Once you’ve confirmed interest, download all files from “Documents”, then click the “Place Bid” icon. Ignore the “No Bid” option on the confirmation pop-up prompt.

# BIDNET Actions (Cont'd)

What is BidNet? >

**BidNet Actions** >

Helpful Tips >

## How to Respond to County Solicitations Step 1: Proposal

**Submission Status**

1128316 - Timetable and Transit Map Design and Printing Services

Status: **BID NOT SUBMITTED** | Closing Date: 11/30/2022 03:00 PM EST | Time Left to Bid: 42d 20h 51m

Time Remaining

Create Bid

1 Proposal | 2 Submission | 3 Confirmation

Documents | Pricing

**BID Documents - Amendments** [OPTIONAL]

All Signed Amendments (Mandatory if Amendments are Issued)

Drag & Drop or browse for your file

File | Size | Uploaded Date | Processing Status

No files uploaded.

**BID Documents - Offeror Proposal & Pricing**

Offeror Proposal Including Pricing (See RFP Proposal Submission Section E)

Drag & Drop or browse for your file

File | Size | Uploaded Date | Processing Status

No files uploaded.

**BID Documents - MFD Performance Plan**

PMMD-65 Minority, Female, Disabled Persons Subcontractor Performance Plan (See Section E - Submissions)

Mandatory & Optional Submissions

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Respond to County Solicitations Step 2: Submission

1128316 - Timetable and Transit Map Design and Printing Services

Status: **BID NOT SUBMITTED** Closing Date: 11/30/2022 03:00 PM EST Time Left to Bid: 42d 20h 41m

### Create Bid

1 Proposal 2 **Submission** 3 Confirmation

**Exceptions**  
Does this bid contain exceptions?  
 No  
 Yes

**Bidder Compliance & Authentication**  
The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding, and certifies that all requirements have been completed.  
Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority, each and every term, condition, article and obligation of this Bid and any resultant Contract.  
I declare that the foregoing is true and correct.

**Authentication**  
**Bid Submission Confirmation**  
Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?

Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.

Bid Submitted By (Full Name)\*  
Jane Doe

For security reasons please re-enter your password\*  
.....

[← Previous](#)

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Respond to County Solicitations Step 3: Confirmation

### Submission Status

The screenshot shows the 'bidnet direct.' website interface. At the top, there are navigation links for 'SOLICITATIONS' and 'PARTICIPATING ORGANIZATIONS'. The main content area is titled 'Submission Status' and displays a table with the following information:

Bid Management	Status	Closing Date
1128316 - Timetable and Transit Map Design and Printing Services	<b>BID SUBMITTED</b>	11/30/2022 03:00 PM EST

Below the table, there is a 'Create Bid' section with a progress indicator showing three steps: Proposal, Submission, and Confirmation (the current step). A message states: 'Your bid for solicitation "1128316 - Timetable and Transit Map Design and Printing Services" has officially been submitted. You will receive notifications by email when amendments are issued.' It also provides the 'Bid Submission Date' (10/18/2022 07:21 PM EDT) and 'Confirmation Number' (0000147439). A note mentions that a PDF version of the confirmation can be downloaded and that the bid can be withdrawn until the closing date of 11/30/2022 03:00 PM EST.

# BIDNET Actions (Cont'd)

What is BidNet?

**BidNet Actions**

Helpful Tips

## How to Withdraw a solicitation

bidnet direct. powered by mdcl.commerce

SOLICITATIONS PARTICIPATING ORGANIZATIONS

Search Matching Profiles Bid Management

Sol. Number ▲	Title	Closing Date (Time Remaining)	Bid Status	Bid Submission Date	Confirmation No.
1128316	Timetable and Transit Map Design...	11/30/2022 03:00 PM EST (42d 20h 35m)	SUBMITTED	10/18/2022 07:21 PM EDT	0000147439

1 result found

1128316 - Timetable and Transit Map Design and Printing Services Status: SUBMITTED Closing Date: 11/30/2022 03:00 PM EST

### Withdraw Bid

1 Withdraw 2 Confirmation

Bid Submission Date: 10/18/2022 07:21 PM EDT Submitted By: Sheronda Baltimore

Confirmation Number: 0000147439

Please note that any associated fees that might have been applied during the bid submission are non-refundable.

Withdraw Submitted By (Full Name)\*: Sheronda Baltimore For security reasons please re-enter your password\*:

[Cancel](#) [Withdraw Bid](#)



Are you sure you want to withdraw this

Are you sure you want to withdraw this "bid"?

# Helpful Tips

What is BidNet?



BidNet Actions



**Helpful Tips**



## Resources to assist in responding to County solicitations

### Do's and Don'ts

- Do read the solicitation submission requirements thoroughly and provide all mandatory information in the appropriate folders!
- Do submit timely
- Do attend all pre-submission conferences/pre-bid meetings  
DON'T wait until the last few minutes to submit your response  
– THE COUNTY WILL NOT ACCEPT LATE BIDS/PROPOSALS!
- DON'T make assumptions regarding a solicitation response, ask questions!



# Helpful Tips (Cont'd)

What is BidNet?



BidNet Actions



**Helpful Tips**



## Resources to assist in responding to County solicitations

### Review Contracts/Documents

- Use the County's contract search engine on DataMontgomery to see if an existing contract is in place.  
<https://data.montgomerycountymd.gov/Government/Contracts/vmu2-pnrc/data>
  - Not all contract documents are immediately released due to potential confidential and/or proprietary information.
  - You can request records (contract, proposals) under the Maryland Public Information act. Send your request to [#ProMPIA@montgomerycountymd.gov](mailto:#ProMPIA@montgomerycountymd.gov)
    - 30 days to respond, so submit early
    - Items are reviewed by the vendor and County attorney
    - Fee for time spent preparing documents over 2 hours

# Helpful Tips (Cont'd)

What is BidNet?

BidNet Actions

Helpful Tips

## Resources to assist in responding to County solicitations

### Review Solicitation Timelines

- Use the solicitation tracker to see estimates on various milestones of a solicitation:  
<https://www.montgomerycountymd.gov/PRO/solicitations/index.html>

The screenshot shows the 'Office of Procurement' website's 'Solicitation Tracker Results' page. The page title is 'Solicitation Tracker Results' and it includes a note: 'Please note that the tracker only displays information for Formal Solicitations.' The main content is for 'Montgomery County, MD Solicitation Tracker' with RFP #1125077. The tracker shows a progress bar with four steps: Step 1 - Date Solicitation Issued (Completed 10/17/22), Step 2 - Date Solicitation Responses Due (In Progress - Estimated date of completion 11/16/22), Step 3 - Proposed Awardee Posted (Not Started), and Step 4 - Contract Execution (Not Started). The current step, Step 2, is highlighted in green and indicates 'This step is currently in progress.' To the right of the progress bar, there is a box for 'Title: Cost Allocation Plan and Random Moment Time Study', 'Issuing Dept: Department of Health & Human Svcs', 'Technical Contact: Alexandra Złocosi (Email Options)', and 'Procurement Specialist: Zahrah Hasan (Email Options)'. The page footer includes the Office of Procurement logo and 'MONTGOMERY COUNTY, MD'.

# Helpful Tips (Cont'd)

What is BidNet?



BidNet Actions



**Helpful Tips**



## Resources to assist in responding to County solicitations

### Contacts for Questions

- Solicitation Scope: Department representative identified in the solicitation
- General Procurement Questions: Procurement Specialist identified in the solicitation
- Minority, Female, and Disabled-Owned Businesses: Alvin Boss, [alvin.boss@montgomerycountymd.gov](mailto:alvin.boss@montgomerycountymd.gov)
- Local Business Programs: Michael Brown, [michael.brown@montgomerycountymd.gov](mailto:michael.brown@montgomerycountymd.gov)
- Wage Requirements Law: Kerri Albright, [kerri.albright@montgomerycountymd.gov](mailto:kerri.albright@montgomerycountymd.gov)
- Technical assistance with BidNet: 1-800-835-4603

# Helpful Tips (Cont'd)

- Procurement website [www.montgomerycountymd.gov/PRO](http://www.montgomerycountymd.gov/PRO)
- BidNet Maryland Purchasing Group <https://www.bidnetdirect.com/maryland/montgomerycounty>
- Vendor Resources <https://www.montgomerycountymd.gov/PRO/vendor-resources/index.html>
- PROjection (Forecasting tool)  
<https://www.montgomerycountymd.gov/PRO/solicitations/projections.html>
- Subscribe to weekly newsletter  
<https://content.govdelivery.com/accounts/MDMONTGOMERY/bulletins/2fb9c49>
- Monthly Virtual Open House (Third Wed 10AM-11AM)  
Check the event calendar on [www.montgomerycountymd.gov/pro](http://www.montgomerycountymd.gov/pro)

# Helpful Tips (Cont'd)

- Procurement Operations  
Melissa Garner, 240-777-9911  
[Melissa.Garner@montgomerycountymd.gov](mailto:Melissa.Garner@montgomerycountymd.gov)
- Procurement Business Relations and Compliance  
Grace Denno, 240-777-9959  
[Grace.Denno@montgomerycountymd.gov](mailto:Grace.Denno@montgomerycountymd.gov)
- Central Services  
Sheronda Baltimore, 240-777-9935  
[Sheronda.Baltimore@montgomerycountymd.gov](mailto:Sheronda.Baltimore@montgomerycountymd.gov)

# General Questions