Office of Procurement Open House

How to Submit Proposals on BidNet

November 15, 2023 – 10:00 AM

Office of Procurement
MONTGOMERY COUNTY, MD

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

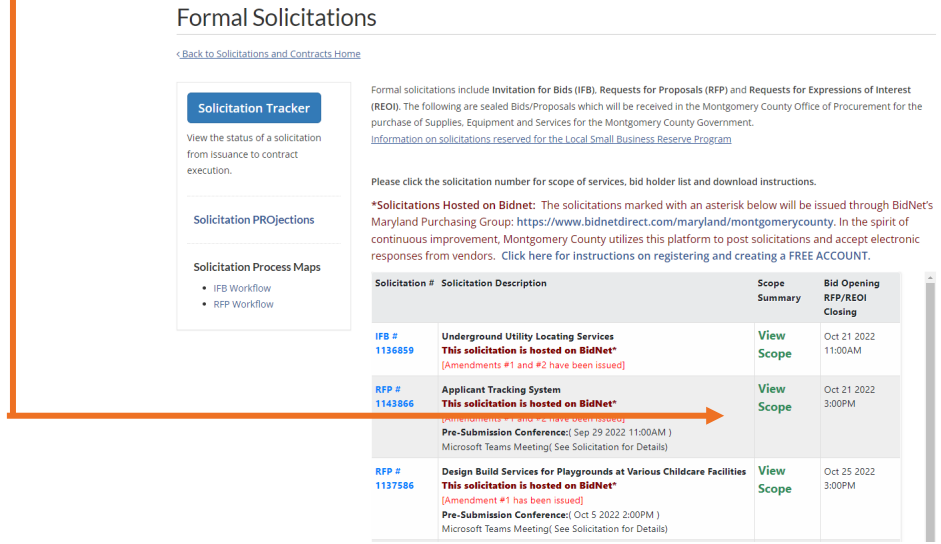
What is BidNet?

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** **This solicitation is hosted on BidNet*** [Amendments #1 and #2 have been issued]	View Scope	Oct 21 2022 11:00AM
RFP # 1143866	**Applicant Tracking System** **This solicitation is hosted on BidNet*** [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** **This solicitation is hosted on BidNet*** [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)

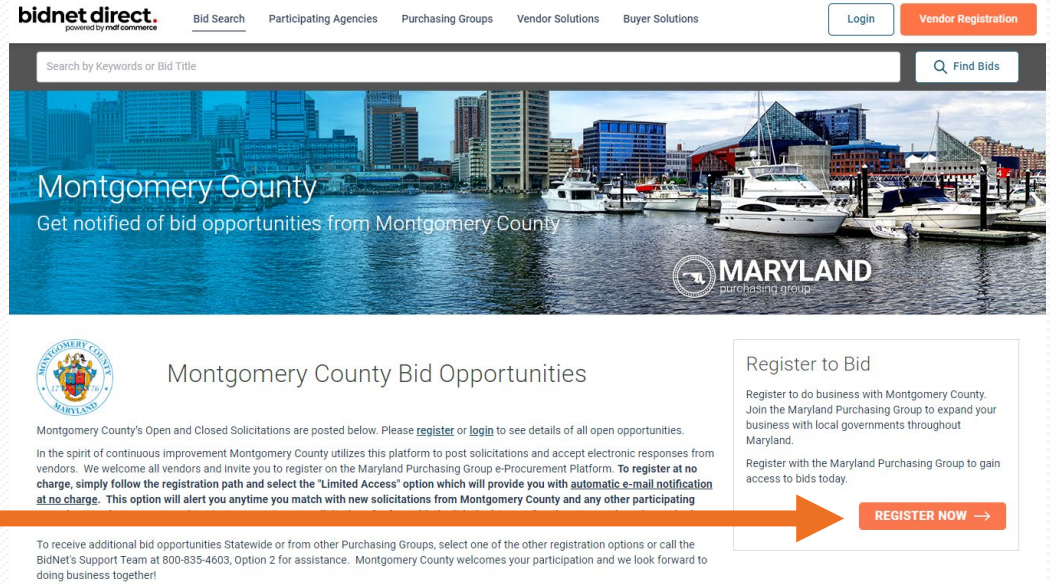
What is BidNet?

BidNet Actions

Helpful Tips

How to Register

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



BIDNET Actions (Cont'd)

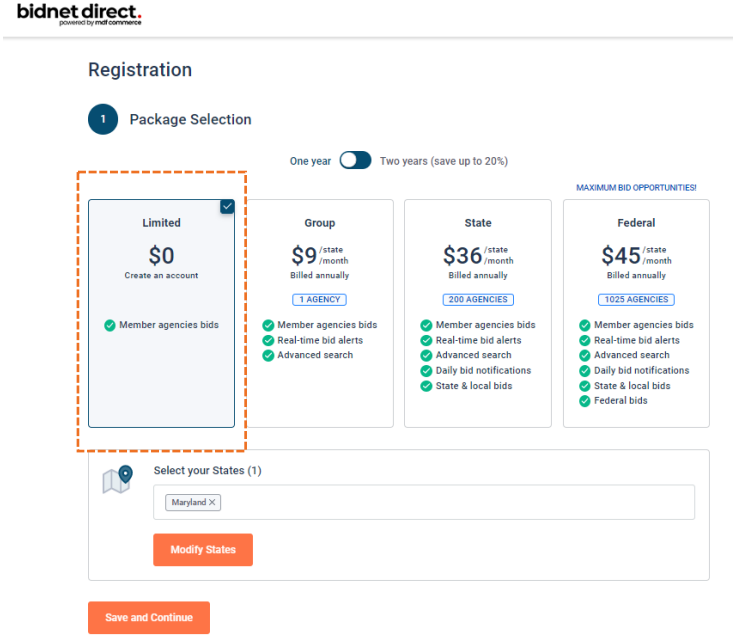
What is BidNet?

BidNet Actions

Helpful Tips

How to Register – Package Selection

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



BIDNET Actions (Cont'd)

What is BidNet?

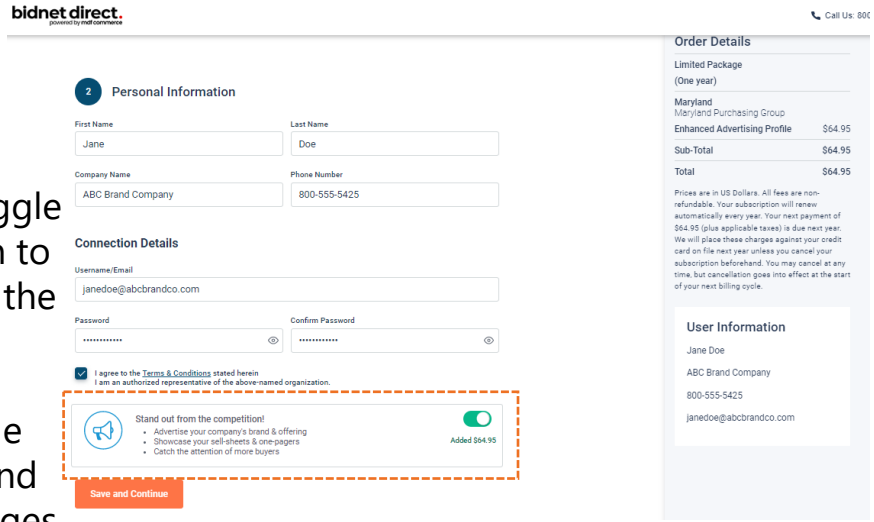
BidNet Actions

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"



BIDNET Actions (Cont'd)

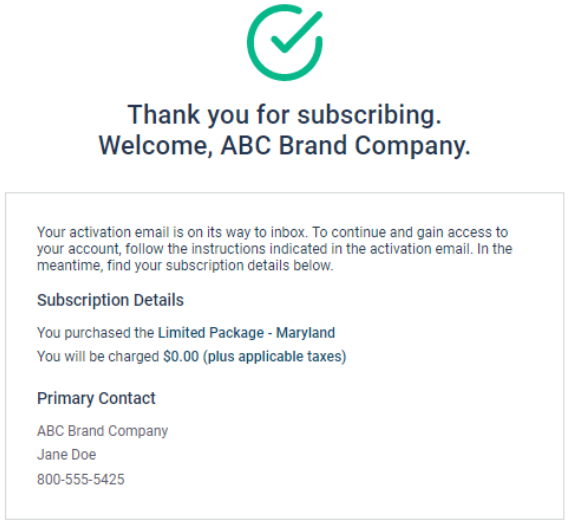
What is BidNet?

BidNet Actions

Helpful Tips

How to Register – Confirmation & Activation

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



BIDNET Actions (Cont'd)

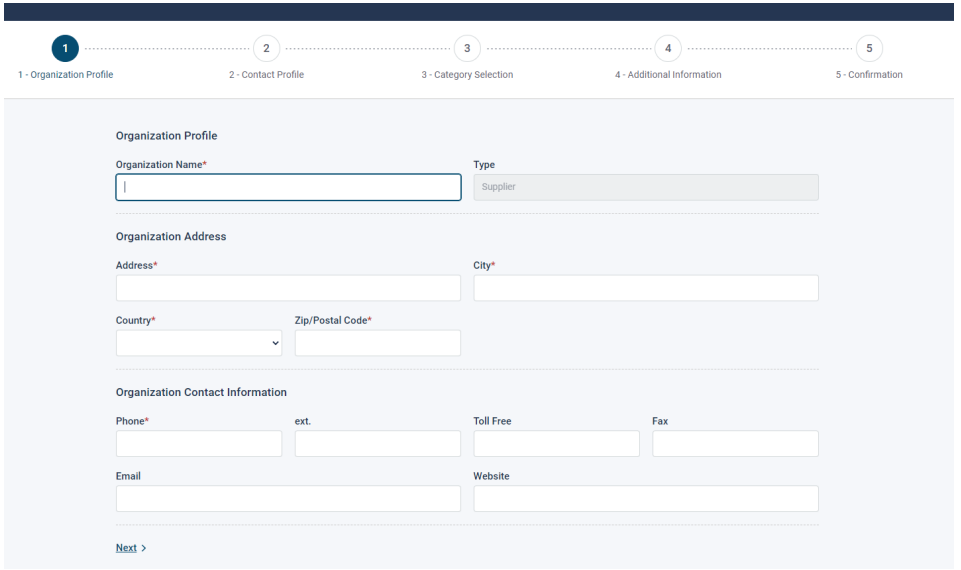
What is BidNet?

BidNet Actions

Helpful Tips

How to Register – Complete Company Profile

- Finish all sections to reply to solicitations



BIDNET Actions (Cont'd)

What is BidNet?

BidNet Actions

Helpful Tips

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

BIDNET Actions (Cont'd)

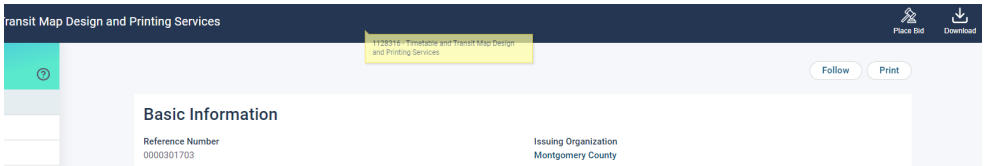
What is BidNet?

BidNet Actions

Helpful Tips

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)

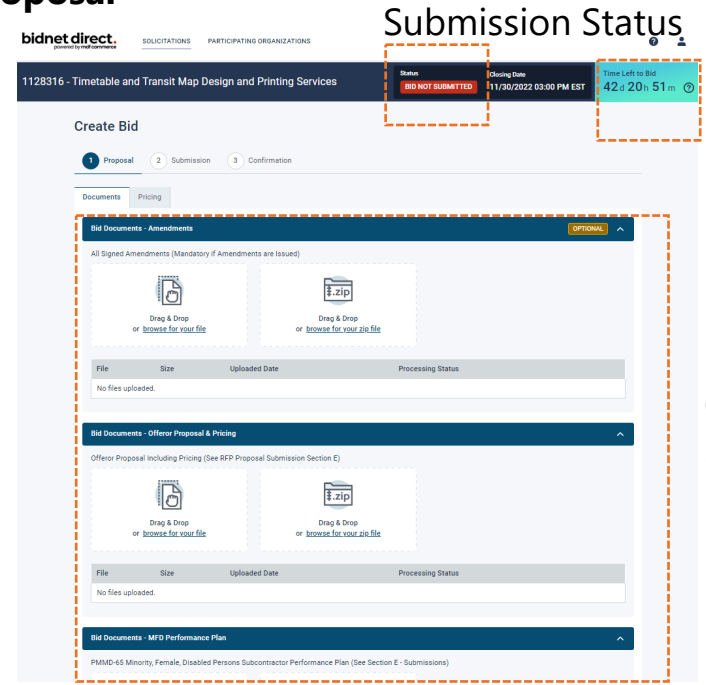
What is BidNet?

BidNet Actions

Helpful Tips

How to Respond to County Solicitations

Step 1: Proposal



BIDNET Actions (Cont'd)

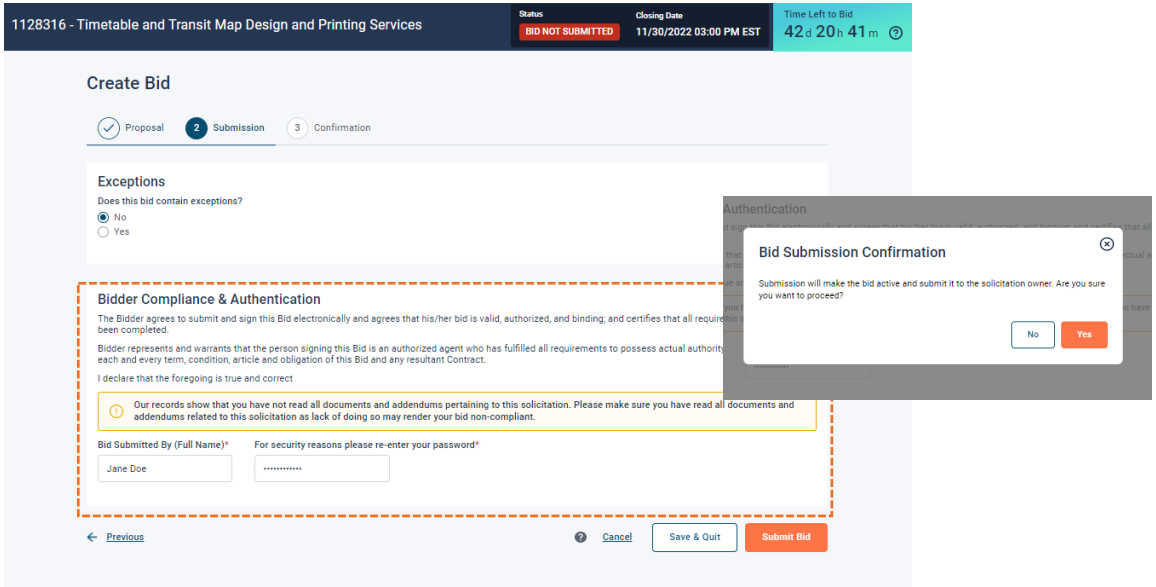
What is BidNet?

BidNet Actions

Helpful Tips

How to Respond to County Solicitations

Step 2: Submission



BIDNET Actions (Cont'd)

What is BidNet?

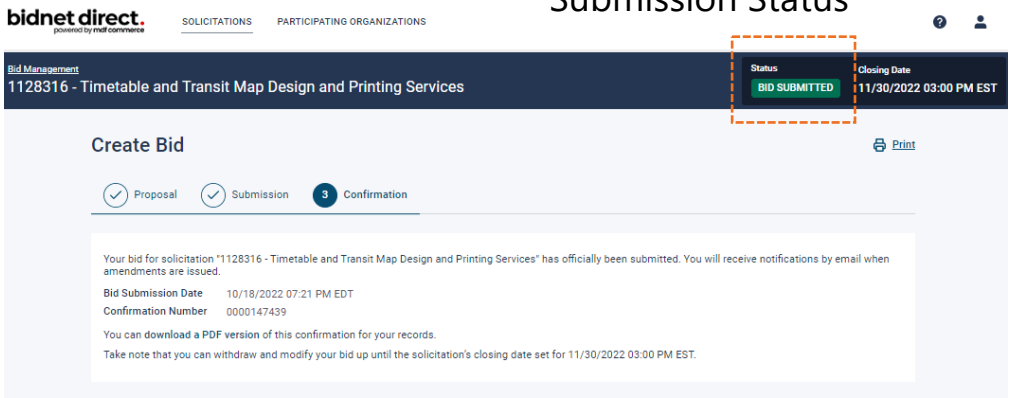
BidNet Actions

Helpful Tips

How to Respond to County Solicitations

Step 3: Confirmation

Submission Status



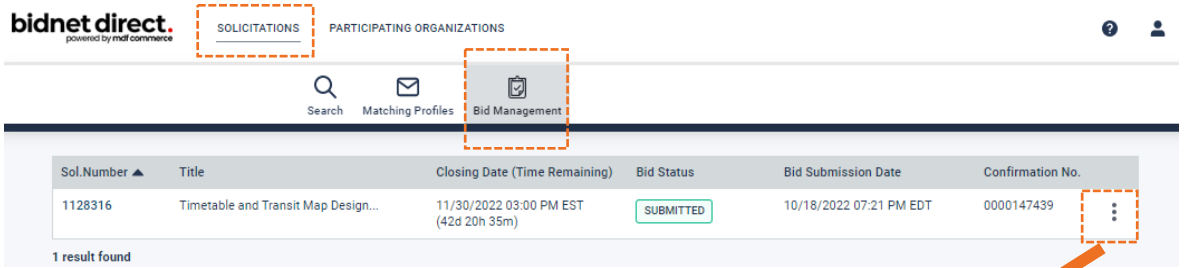
BIDNET Actions (Cont'd)

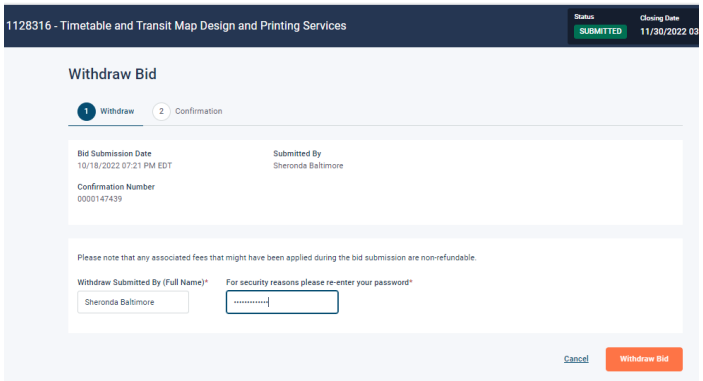
What is BidNet?

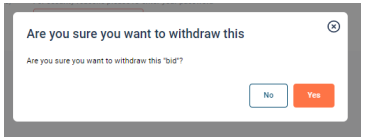
BidNet Actions

Helpful Tips

How to Withdraw a solicitation







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
    - 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?

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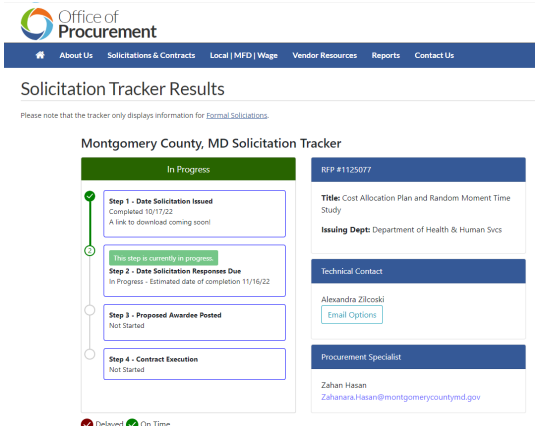
Helpful Tips

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



Helpful Tips (Cont'd)

What is BidNet?

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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
- Local Business Programs: Michael Brown, michael.brown@montgomerycountymd.gov
- Wage Requirements Law: Kerri Albright, kerri.albright@montgomerycountymd.gov
- Technical assistance with BidNet: 1-800-835-4603

Helpful Tips (Cont'd)

- Procurement website 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)

Helpful Tips (Cont'd)

- Procurement Operations
  Melissa Garner, 240-777-9911
  Melissa.Garner@montgomerycountymd.gov

- Procurement Business Relations and Compliance
  Grace Denno, 240-777-9959
  Grace.Denno@montgomerycountymd.gov

- Central Services
  Sheronda Baltimore, 240-777-9935
  Sheronda.Baltimore@montgomerycountymd.gov

General Questions