



POCKET GUIDE

A **POCKET GUIDE** TO DOING BUSINESS WITH **MONTGOMERY COUNTY, MD**



ABOUT US

The Office of Procurement (PRO) is responsible for acquiring goods, services (professional and non-professional) and construction used by Montgomery County Government. To learn more about how to navigate the procurement process, including FAQs and the contract search feature, please visit our website: www.montgomerycountymd.gov/PRO

Goods and services used by Montgomery County Public Schools, Montgomery College, Housing Opportunity Commission, Montgomery National Capitol Park and Planning Commission and WSSC Water are not acquired by the Office of Procurement. For information on procurement opportunities with these entities, please visit their websites.


TERMINOLOGY

Words and phrases used in the procurement process may seem unfamiliar or confusing. An online directory of commonly used procurement terminology and definitions can be found on www.montgomerycountymd.gov/PRO/vendor-resources/terminology.html

REGISTRATION

The first step to doing business with Montgomery County Government (MCG) is becoming a registered vendor. As a registered vendor, the County can contact your firm when procurement opportunities become available. MCG, in collaboration with Montgomery College, Montgomery County Public Schools and the Housing Opportunities Commission, uses an inter-agency Central Vendor Registration System (CVRS). This registration system allows companies interested in providing goods and services to any of these four purchasers to receive information about opportunities from each entity.

CVRS allows potential vendors the ability to create and maintain a profile. By selecting commodity or service codes, a vendor is able to narrowly tailor the business opportunity notifications received. Registration is free. Please visit the Inter-Agency Central Vendor Registration System to register: <http://www.montgomerycountymd.gov/VendorRegistration>



OPPORTUNITIES

Contracting opportunities are accessible through several sources:

- As a registered vendor, you will receive e-notifications of solicitation opportunities (if you enter your commodity codes);
- Montgomery County opportunities are available on the County's website: www.montgomerycountymd.gov/PRO/solicitations
- Opportunities with the State of Maryland and in all Maryland Counties at: eMaryland Marketplace Advantage (eMMA): <https://emma.maryland.gov/>

COMMONLY USED PROCUREMENT METHODS

- **Request For Proposals (RFP):** The County may issue an RFP when the estimated value of a contract is \$100,000 or more. An RFP is issued when the using department seeks to evaluate proposals based on the "best value".
- **Invitation For Bid (IFB):** The County may issue an IFB when the estimated value of the contract is \$100,000 or more. An IFB is issued when the using department seeks to make an award to the responsive, responsible bidder based on lowest price.
- **Informal Solicitation:** The County may issue an informal solicitation when the estimated value of the contract is between \$10,000 and \$100,000.
- **Direct Threshold:** Using Departments are permitted to make purchases from a vendor when the value of the goods or services acquired is estimated to be \$10,000 or below. These purchases are monitored by the Office of Procurement to assure that the actual value does not exceed the estimated value.
- **Bridge contract:** The County may join a contract for a good or service when the contract is a product of a competitive process undertaken by another governmental entity. Such a contract must offer the county the same goods and pricing as well as meet all of Montgomery County's legal requirements. When the County joins such a contract, it is said to have "bridged" the contract.

STEPS IN THE FORMAL SOLICITATION PROCESS

A solicitation will contain:

- The general terms and conditions of the contract between the County and the contractor;
- The scope of work or specifications;
- The method of award;
- The evaluation criteria (if applicable);
- Contact information for the procurement specialist (within the Office of Procurement);
- Contact information for the contract administrator (within the using Department);
- The performance period;
- A statement of any special terms or conditions; and
- Information specifying the date, time and place for proposal submission.

The vendor should immediately read the solicitation thoroughly. Questions about the solicitation may be raised at any time prior to the submission deadline, or as noted in the solicitation. However, it is highly recommended that a vendor with a question, raise the question with the procurement specialist or Contract Administrator early in the process. The procurement specialist and/or the Contract Administrator will answer the question and if the question has general applicability to other prospective vendors, the procurement specialist may issue an amendment to the solicitation to answer the question and send the information to all vendors who registered as "bid holders."

The vendor must make a timely submission of a complete bid/proposal to the Office of Procurement to be considered for award.

All bids/proposals must be submitted through the eProcurement no later than the due date and time specified in the solicitation. Upon submission of a bid/proposal, the vendor will receive an email acknowledgement of receipt which will contain a prospective timeline for completion of the process. Once this email notification has been sent, county regulations prohibit the procurement specialist from having any further conversations with the vendor about the bid/proposal until the award has been publicly posted.

The Office of Procurement conducts a general review of the bids/proposals for submission requirements and compliance. If performance of the contract would require subcontracting, the Office of Procurement reviews the vendor's MFD subcontracting plan. If the solicitation has been reserved for competition only among Local Small Businesses, the Office of Procurement reviews the vendor's LSBRP certification status.

Following completion of these internal reviews, the Office of Procurement forwards the bid/proposal and supporting documents to the using Department. The Using Department reviews the bids/proposals based on the criteria set forth in the solicitation. The Using Department also reviews bidders/offerors for responsibility. A responsibility review may include, but is not limited to, factors such as an evaluation of whether the vendor is in good standing with the State of Maryland and a review of whether the vendor has been debarred from participating in government procurements by another jurisdiction.

The next steps of the procurement process vary depending on the formal procurement type. To see more details of the RFP process, please go to our website www.montgomerycountymd.gov/pro, > Solicitations and Contracts > Formal Solicitations. There is a workflow chart of the entire RFP and IFB lifecycle.

COMPLIANCE PROGRAMS

The County has several compliance programs to help foster a strong, more vibrant business community. The full listing of compliance programs can be found on: www.montgomerycountymd.gov/PRO/DBRC

The Minority, Female & Disabled-Owned Business Program (MFD Program)

Montgomery County's MFD Program assists certified minority firms in gaining access to prime contractor and subcontractor opportunities with County government agencies.

The County currently accepts certifications from six agencies. Details on the MFD subcontracting program, participation goals set annually by the county, and accepted certifications can be found on www.montgomerycountymd.gov/MFD

The Local Small Business Reserve Program (LSBRP)

The LSBRP program provides local, small vendors an opportunity to compete only with county businesses of similar size and resources for County contracts. The business must have its principal place of business in Montgomery County, MD. More details, including information on certification procedures for businesses that wish to participate in the LSBRP program can be found at:

www.montgomerycountymd.gov/LSBRP

The Local Business Preference Program (LBPP)

The LBPP program applies a 10% price preference for a certified local business bidding on an IFB, or a 10% evaluation points preference for a certified local business submitting a proposal under an RFP, for a contract awarded by the County.

The Local Business Subcontracting Program (LBSP)

The County established a subcontracting goal for local businesses in procurement contracts with an estimated value to exceed \$10 million. To qualify, the business must have its principal place of business in Montgomery County.

Wage Requirements Law (WRL)

The Wage Requirements Law Program ensures workers on County funded projects services contracts receive livable wages.

www.montgomerycountymd.gov/WRL

Prevailing Wage Law (PWL)

The Prevailing Wage Law requires that prevailing wage be paid to workers on County financed construction contracts.

www.montgomerycountymd.gov/PrevailingWage

Information on all compliance programs can be found on our website www.montgomerycountymd.gov/PRO/DBRC





INSURANCE AND BONDING

The County's Department of Finance, Division of Risk Management determines insurance requirements and provides guidance to departments on bonding requirements for all County solicitations and contracts. The requirements may vary depending on the scope, complexity, dollar value, risk, and other factors.

LEARN MORE

A detailed procurement manual can be found on the Office of Procurement's website: www.montgomerycountymd.gov/PRO.

The Office of Procurement provides technical assistance, outreach events and periodic education and certification events. To sign up for our newsletter and learn about these events visit www.montgomerycountymd.gov/PRO and click on "Outreach Events".

The "Vendor Resources" tab on our website provides more information on the procurement process, local resources and more. www.montgomerycountymd.gov/PRO/vendor-resources



www.montgomerycountymd.gov/pro

