

## Montgomery County Procurement Forum: October 5, 2017

### Key Points/ Takeaways

#### Writing Effective Proposals & Bonding/Insurance

**Pam Jones**

**Chief, Office of Procurement**

- Ensure the appearance of your proposal represents the quality of your organization's work and capabilities that you want to convey and provides contact information
- Ensure the accuracy of your proposal in relation to the requirements of the solicitation
- Ensure the content is complete, focus on the published criteria, proposal submissions and addresses the project scope and requirements
- Ensure your proposal is considered by submitting it by the due date and time and at the location published in the solicitation
- Receive feedback through debriefings,  
<http://www.montgomerycountymd.gov/pro/help.html>

**Joseph Wells**

**Director of the Goldman Sachs 10,000 Small Businesses Program @ Morgan State University**

<https://10ksbapply.com/baltimore>

The Goldman Sachs 10,000 Small Businesses Program delivers benefits to small business owners in 3 distinct ways:

1) Education for Business Growth

Designed by Babson College, the nation's top-ranked entrepreneurship school, the curriculum focuses on practical business skills that can immediately be applied by business owners, including negotiation, marketing and employee management.

## 2) Access to Capital

Small business owners learn how to become more bankable and position their businesses to access financing and capital. Through partnerships with local, regional and national Community Development Financial Institutions [CDFI's] and other mission-driven small business lenders "Capital Partners", loans are available to qualifying small businesses that lack access to affordable capital or may not qualify for traditional sources of credit. Loan applications are accepted on an ongoing basis, independent of acceptance into the business and management education program.

## 3) A Network of Support

By partnering with a one-of-a-kind consortium of local academic partners, we can help drive economic growth within small business communities while also providing a curriculum that focuses on immediately applicable skills. Through the program you will gain practical skills in topics such as negotiation, marketing and employee management that you can immediately put into action.

The requirements for the program are:

- 1) you must be based (either home address OR Business address in Maryland,
- 2) you MUST have at least 2 FTE employees ONE of which may be the business owner,
- 3) you MUST have been in business for a minimum of 2 years,
- 4) you MUST have revenues in the prior fiscal year of \$100,000 or more. Even if you are close to but do not reach requirements 2-4, please apply as we want to get you onto our radar screen.

Interested Business owners should apply at <https://10ksbapply.com/baltimore>. We can track candidates and invite them to open house and information events.

## Certifications Overview

### Michael Brown, Office of Procurement

- Register as a vendor in the Central Vendor Registration System (CVRS) [www.mcipcc.net](http://www.mcipcc.net). This registration systems allows companies interested in provided goods and services to Montgomery County Government, Montgomery College, Montgomery County Public Schools, and the Housing Opportunities Commission.
- The Local Small Business Program (LSBRP) is open to Montgomery County-based and independently owned companies. The business must have its principal base in Montgomery County. Find additional information on our website.
- The Minority, Female and Disabled-business program attracts and assists certified minority firms in gaining access to prime contractor and subcontractor opportunities with County government agencies. More information is available on our website.

### Denise Merritt

#### Public Relations and Outreach Coordinator, Maryland Department of Transportation (MDOT) - Office of Small and Minority Business Policy

- MDOT is the official certification agency for the State of Maryland, certifying firms for participation in the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concessions Disadvantaged Business Enterprise (ACDBE), and Small Business Enterprise (SBE) programs. For details on the certification process, register for one of our free monthly Certification Assistant Workshops held the 1<sup>st</sup> Tuesday of every month at MDOT Headquarters in Hanover, MD. Visit [www.mdot.maryland.gov/certify](http://www.mdot.maryland.gov/certify) for additional details.
- eMaryland Marketplace is the procurement portal used by all State agencies for almost all Solicitations of \$15,000 or more. To register, please visit eMaryland Marketplace at <https://emaryland.buyspeed.com/bsol/>. Once registered, vendors receive emails whenever opportunities in their area of expertise are

advertised. While on the eMaryland Marketplace Website, complete your registration for the Small Business Reserve (SBR) program.

## **P. Bai Ackridge**

### **Capital Region Minority Supplier Development Council (CRMSDC)**

- Do your research on certification organizations; each one is different.
- Get certified only when you're good and ready. Be sure that you have the requisite resources (time, money and people) to leverage and exploit the networks that certifying organizations present. Choose only the one(s) right for you and the one/those in which you can afford to be actively involved. Businesses do business with people they know, like and trust.
- The Capital Region Minority Supplier Development Council (CRMSDC: [www.crmsdc.org](http://www.crmsdc.org)) is part of a national organization--the National Minority Supplier Development Council (NMSDC: [www.nmsdc.org](http://www.nmsdc.org)). CRMSDC covers all the state of Maryland, DC and Northern Virginia (DMV), and focuses on certifying firms that are owned, controlled, and managed by ethnic minorities seeking to be suppliers to mostly large corporations. CRMSDC is also part of a consortium of organizations supporting minority businesses, including the MBDA National Procurement Center, and MBDA Business Center-Capital Region.

### **Doing Business with Partner Agencies**

## **Angela McIntosh-Davis**

### **Procurement Officer, Housing Opportunities Commission**

- Access the HOC Website: [www.hocmc.org](http://www.hocmc.org)
- Register on CVRS as a vendor for notifications of bids and proposals either directly at [www.mcipcc.net](http://www.mcipcc.net) or <http://www.hocmc.org/do-business-with-us/about-do-business-with-us.html> and sign up under any commodity codes that fits your services
- Check our bid and proposals webpage at <http://www.hocmc.org/do-business-with-us/current-bids-proposal.html> to download bid and proposal documents.
- Notifications of bids and proposals are sent out via Constant Contract from HOC, be on the lookout!

- Certified Minority and Women owned business are encouraged to submit bids and proposals

**Patrick Johnson**  
**Procurement Director, Montgomery College**

- Visit the Montgomery College Procurement [website](#).
- Partner with larger firms to qualify for more complex bid opportunities
- Take advantage of vendor workshops offered by the College. Purpose of workshop is to introduce vendor community to MC's procurement processes, and share the Dos and Don'ts when responding to bid opportunities
- Become familiar with MC's purchasing staff, and their assigned commodities.

**Jana Harris**  
**Principal Procurement Specialist, MNCPPC**

- The Commission's small dollar purchases are \$10,000.00 and below.
- The Commission established a new vendor system in 2014 called EZ Procurement. Register as a vendor and get on the appropriate vendor list for upcoming procurements: <http://mncppc.org/register.html>
- The Commission refers to its minority participation program as an anti-discrimination policy. What this means is that even if your firm (as the prime) is a minority firm we will still require you to sub with another minority firm to accomplish the minority participation goal.
- All solicitations over \$30,000.00 are advertised on E-Maryland Marketplace and the Commission's website. For smaller dollar projects \$10,000.00 and under you may visit any of the Commission's facilities to market your goods and or services. Additionally, we advertise daily and do not have a specific day to post bids.

## Non-Profits: An Overview of County Grant Contracts

### **Brigid Howe**

#### **Director, Nonprofit Montgomery**

- Nonprofit Montgomery ([www.nonprofitmoco.org](http://www.nonprofitmoco.org)) provides capacity building and leadership development for nonprofits that serve Montgomery County.
- Nonprofit Montgomery works closely with County government partners in multiple departments to help communicate the needs of the nonprofit sector, and to help improve policies and processes that affect nonprofits.
- Nonprofit Montgomery has 130-member nonprofit organizations.

### **Philip Royston**

#### **Department of Health and Human Services**

- The County Council Operating Budget for Montgomery County Government resolution contains a non-competitive award list at the end which also lists the County's Community Grant awardees. The resolution typically is released in late May for the following fiscal year. The County Council Resolutions are posted here <http://www.montgomerycountymd.gov/COUNCIL/leg/index.html>
- HHS typically contacts providers in June or July to discuss contract budgets and scope of service.
- To prepare, make sure you are registered with the County's Central Vendor Registration System (CVRS) using your legal name. <https://mcipcc.net>
- New community grant contracts are generally executed in August or September. Do not begin work for a community grant until you receive an executed contract and purchase order.

### **Adriane Clutter**

#### **Youth Development Manager, Montgomery County Recreation**

- Montgomery County Recreation (MCR) continuously seeks new and vibrant service providers who can help us do more for our residents. We are interested in what you have to offer, however, we don't always have the capacity to conduct a search. Therefore, we encourage non-profits and small business to become familiar with the various teams within our department. Visit our webpage at

[www.montgomerycountymd.gov/rec](http://www.montgomerycountymd.gov/rec). Reach out to each team individually who your services may benefit. Ask to set up a meeting or arrange a time to demonstrate your services or product:

- Management Services (Finance, Payroll, Budget, IT, Customer Service, HR)
  - Communications and Public Outreach (Marketing, Social Media, etc.)
  - Divisions and Facilities (Community Centers and Senior Centers)
  - Aquatics
  - Countywide Programs (Revenue Programs, Classes, Trips and Tours, Sports, Therapeutic Recreation, Camps, Special Events and Projects)
  - Youth Development (Out-of-School programs and after-school programs primarily school based, special events for children youth and teens, and Positive Youth Development)
- In addition, for contracting services through our traditional RFP process found on the procurement website, MCR does a high volume of “Open Solicitation Contracts” primarily for instructor services, but also for other professional services such as referees and law enforcement. If you are a non-profit or small business who instructs a class, camp, training or activity, then Open Solicitation (also referred to internally as multi-line contracts) may be for you.
  - The Department leans toward service providers who have well thought detailed proposals with goals and objectives and measurable outcomes. Services must also be priced competitively. We often would like to do more, however, we are limited by resources available.
  - Sometimes it’s timing—so don’t give up! Check back with us periodically. Please remember we often plan 6 months in advance.

## The Latest Public/Private Partnerships in the Region

### **Pete Fosselman**

#### **Planning Coordinator, White Oak Science Gateway Master Plan**

- A new master plan was approved in 2014 covering nearly 3,000 acres, allowing mixed uses on other properties historically dominated by a single use with an emphasis on the Bio Life Sciences Industry.
- Major infrastructure investments will also accompany redevelopment including new roads, interchanges/intersection improvements, and the state's first Bus Rapid Transit system.
- Projects have already commenced including a new hospital and hotel with several hundred thousand square feet of retail, residential and office space.
- More information is available on the website at <http://www.montgomerycountymd.gov/exec/wosg/index.html>.

### **Caroline Paff**

#### **Vice President, Sagamore Development**

- Port Covington offers more than 15 years of contracting opportunities. Please register for our newsletter and contract opportunity notifications on [www.buildportcovington.com](http://www.buildportcovington.com)
- Firms can be located in Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County and Queen Anne's County to be eligible for City certification. Contact the Baltimore City Minority and Women's Business Opportunity Office at 410-396-4355.
- Share our values. We often require up to 45% MBE and WBE participation on our contracts and we are always looking to make connections to great Baltimore City certified MBE and WBE firms.



## The Future is Green: Building a Sustainable Montgomery County

### **Edward Musz**

**Manager, Energy Efficiency Commercial Programs, Pepco**

Visit [www.pepco.com/business](http://www.pepco.com/business)

- Energy Efficiency is a smart investment, save not only on your electric bill but also reduce maintenance costs, improve appearance, and create local jobs.
- Customers can receive incentives from Pepco that cover 30-70% of energy efficiency project costs.
- Pepco eligible Small Business customers (under 60 kW peak demand) can apply for a 0% interest loan to cover project cost.

### **Doug Weisburger**

**Manager, Green Business Sustainability Programs, Department of Environmental Protection**

- Montgomery County Green Business Certification Program – The Montgomery County Green Business Certification Program is a voluntary recognition program designed to encourage businesses and other organizations to take steps that reduce their ecological footprint. The Program seeks to help Montgomery County businesses catalyze and prosper in a new green economy, and spur innovation and environmental stewardship so that forward-looking businesses that embed issues of sustainability into their day to day operations and supply chain decisions are not only rewarded for their environmental leadership, but spark the adoption of broader sustainable best practices throughout the County. The Program provides tools, incentives, inspirational ideas, and collaborative opportunities, and shines a light on Certified Green Businesses through video profiles, newsletter articles, press releases and outreach campaigns, encouraging local consumers and other businesses to consider Certified Green Businesses when making purchasing decisions. Currently, there are about 80 certified business. For more information contact [douglas.weisburger@montgomerycountymd.gov](mailto:douglas.weisburger@montgomerycountymd.gov).
- Special Designation for Certified Green Businesses in the County's Central Vendor Registration System (CVRS) – The Certified Green Business Designation in the CVRS allows contracting managers to screen their search using Certified Green Businesses as a criterion and to include Certified Green Businesses in their solicitation outreach. If you are a Certified Green Business and interested in providing goods and/or services to Montgomery County Government,

Montgomery College, Montgomery County Public Schools, and the Housing Opportunities Commission be sure to register through the CVRS, and indicate you're a Certified Green Business, so that contracting managers know you're a sustainability leader and that you're notified of relevant RFPs. For more information contact [douglas.weisburger@montgomerycountymd.gov](mailto:douglas.weisburger@montgomerycountymd.gov).

- Stormwater Inspection/Management and Green Infrastructure Contracting – The Montgomery County Department of Environmental Protection (DEP) issued its first pay-for-performance stormwater restoration contract about a year ago. The unique RFP provided prospective contractors with greater-than-usual latitude and asked bidders how they would deliver stormwater management projects to help meet the County's MS4 Permit requirements. The contractor is required to self-finance and DEP reimburses upon completion. Two contracts are in place for \$10 million and bids for another contract of \$8 to \$12 million were due on October 23rd. Currently two contracts are in place for above and below ground facility maintenance and DEP will be issuing an RFP on green infrastructure maintenance in the Spring of 2018. DEP and the Water Environment Federation recently collaborated on a national green infrastructure training and certification program. When reviewing future bids, DEP will factor in the extent to which bidding companies have certified employees. For more information, contact [Patty.Bubar@montgomerycountymd.gov](mailto:Patty.Bubar@montgomerycountymd.gov).
- Montgomery County Property Assessed Clean Energy (PACE) Program -- Commercial property owners can finance energy-saving upgrades through a property tax surcharge that is repaid over the life of the upgrade (potentially financing up to 100% of the cost and for up to 20 years). See the Montgomery County PACE Program and contact [Lindsey.Shaw@montgomerycountymd.gov](mailto:Lindsey.Shaw@montgomerycountymd.gov) for more information.