



Welcome To

2023 Tap Into

BUSINESS

BREAKOUT SESSIONS



SOLICITATIONS: WHAT YOU NEED TO KNOW



AGENDA

- 🔹 Formal Solicitation Types
- 🔹 Reading the Solicitation
- 🔹 Attending the Pre-Bid Meeting
- 🔹 Understanding the Requirements
- 🔹 Subcontracting Goals
- 🔹 Creating a Compliance Checklist
- 🔹 Reviewing Addendums, Questions, and Answers
- 🔹 Reviewing and Submitting Proposals
- 🔹 Questions & Answers

FORMAL SOLICITATIONS

Invitation for Bid
(IFB)

Lowest price

Multi-Step IFB

Prequalified & lowest
price

Request For Proposal
(RFP)

Most advantageous

READING THE SOLICITATION





How many
times do YOU
read the
entire
solicitation?

HOW TO READ SOLICITATIONS

 SCAN THE SOLICITATION TO GAIN AN UNDERSTANDING

 CONDUCT A DETAILED REVIEW

 READ THE SOLICITATION SEVERAL TIMES TO:

- UNDERSTAND THE REQUIREMENTS
- DETERMINE HOW TO RESPOND



HOW TO READ SOLICITATIONS CONTINUED

Reread It & Take Notes on the following:

- 1 ANY INCONSISTENCIES
- 2 VAGUE PARTS
- 3 CONFUSING SECTIONS
- 4 REQUIREMENTS

What may be vague to you, may make total sense to an Expert.

Understanding the requirements is key!

ATTENDING THE PRE-BID MEETING



ATTENDING THE PRE-BID MEETING

OVERVIEW

WSSC Water will provide a short presentation on the program, utilizing the Pre-Bid Meeting Framework.

CLARIFICATION

Gain clarification of any questions about RFP or program.

QUESTIONS

Determine what questions to ask, how to ask a question, and what your question might reveal.

NOTES

Take careful notes, including the questions, responses, and responders.

PRE-BID MEETINGS FRAMEWORK

BID SUBMITTAL

Guidelines are set forth for each specific contract; not following them may cause your bid to be considered non-responsive.

SOLICITATION PARTS

- **Parts I & II:** Layout bid submittal instructions
- **Part IV:** Scope of Work
- **Appendix A:** OSDI Participation
- **Appendix B:** Bond and Insurance information
- **Appendix C:** Supplier Submittal Documents

PROJECT OVERVIEW

Provides a summary of the project/contract at hand.

MINIMUM QUALIFICATIONS

Covered within Part I, may be different based on work being requested.

PRE-BID MEETINGS FRAMEWORK

OSDI PARTICIPATION

Participation is determined on a contract-by-contract basis.

Appendix A will state the percentage of MBE/SLBE Sub-contracting goals or Price Preference.

MBE/SLBE

Minority Business Enterprise (**MBE**) and Small Local Business Enterprise (**SLBE**) goals or preferences are only satisfied by the certified-MBE classification or WSSC Water-Approved SLBE.

OSDI GOOD FAITH

WSSC Water's policy to involve qualified MBE and SLBE firms on WSSC Water contracts.

UNDERSTANDING THE REQUIREMENTS



UNDERSTANDING REQUEST FOR PROPOSALS

PART I: Instructions to Bidders

Inform Bidders/Offerors how to respond to the solicitation

PART II: General Conditions

Standard Terms and Conditions for all WSSC Water contracts

PART III: Special Conditions

Specific Terms and Conditions for this contract

PART IV: Scope/Technical Requirements

Required work for this contract

UNDERSTANDING REQUEST FOR PROPOSALS CONTINUED

Additional Instructions to Bidders

Additional requirements for the solicitation

Appendix A: OSDI Participation

Information on subcontracting goals, or bid price preference

Appendix B: Bonds Insurance

Outlines bonding and insurance requirements

Appendix C: Forms

Required forms Supplier must complete

SUBCONTRACTING GOALS



Subcontracting Goals:

Are a percentage of the total Contract value, inclusive of Amendments, Change Orders, etc.



MBE/SLBE Subcontract Goals:

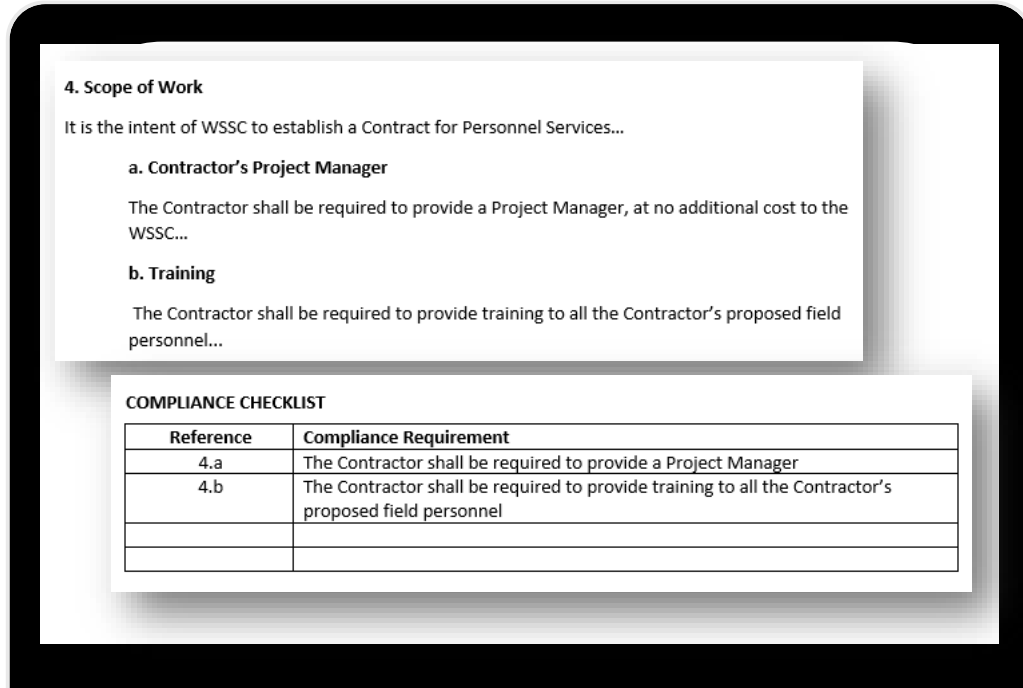
Can only satisfied by certified-MBE classifications or WSSC Water-Approved SLBE





CREATING A COMPLIANCE CHECKLIST

A COMPLIANCE CHECKLIST CAPTURES:



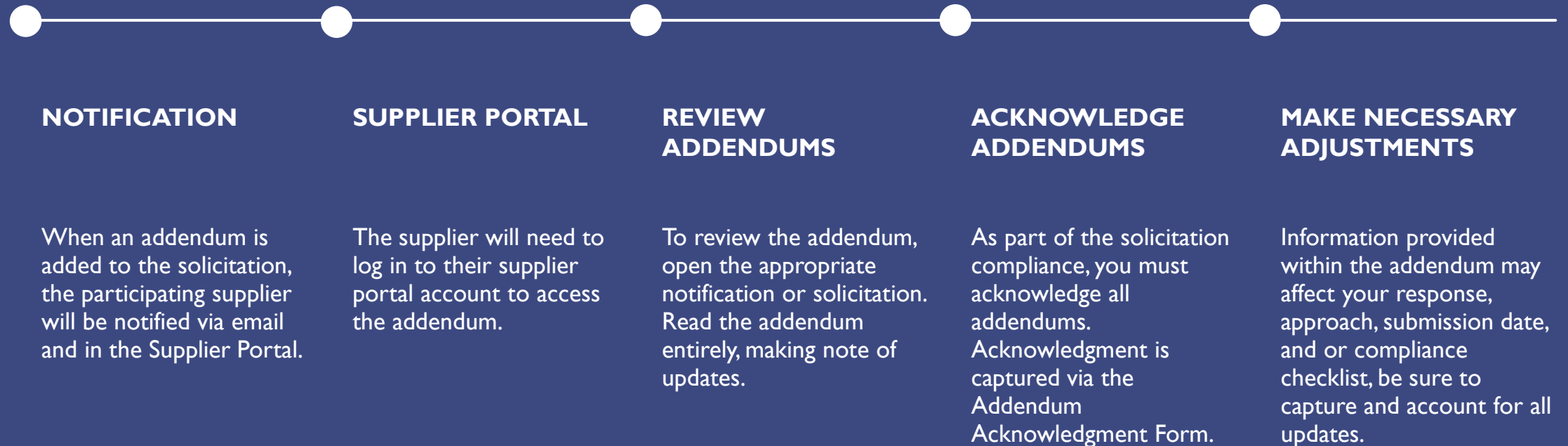
- Customer needs
- Technical performance/specifications
- Deliverables
- Schedule
- Solicitation requirements, format, and organization
- Evaluation criteria



REVIEWING ADDENDUMS



PROCESS FOR REVIEWING & ACKNOWLEDGING ADDENDUMS



REVIEWING QUESTIONS & ANSWERS

- Questions are sent and received via the Supplier Portal
- Thoroughly review questions and answers via addendums
- Answers many times provide clarity within the solicitation



REVIEWING & SUBMITTING PROPOSALS

“Read, Read, and Reread Again”

-Thank you in advance, Management



A QUALITY RESPONSE

The Evaluation Team is Looking For:

- All tabs to be addressed in order
- All questions to be addressed clearly and concisely
- More than the minimum requirements
- That the actual scope is addressed
- All required forms are signed



SUBMITTING YOUR BID OR PROPOSAL



Ensure it is timely and in the proper format.
NO LATE RESPOSNSES!

BID/PROPOSAL SUBMISSIONS



Only one Bid/Proposal may be submitted by a Supplier.



Bid/Proposal submittals shall be submitted electronically via the Supplier Portal.



The Subject line for electronic bid submittal shall be titled as follows: Bid Submission for RFQ # - “Solicitation Title”.



Bids shall be concise, yet sufficiently comprehensive to set forth the Bidders’ understanding of the required services. Proposals must be organized to the structure described in these Additional Instructions.



Provide all forms required in Appendix A, Appendix B, Appendix C, and Contractor Qualifications in addition to the Pricing Page for responsiveness to the bid solicitation.



PLAN

GAIN
CLARITY

ATTEND
ALL
AVAILABLE
MEETINGS

READ

PREPARE

UNDERSTAND
REQUIREMENTS

Essential Takeaways



THANK YOU