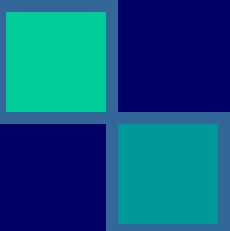



Small and Minority Business
Contracting
in
Prince George's County

Presented by Tracy M. Benjamin, Esquire

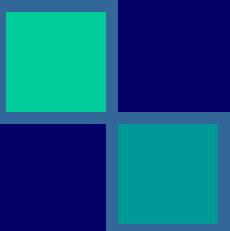



Outline of Topics

- 
- The Solicitation
 - Bids and Proposals
 - MBE Certification by Prince George's County
 - Submitting a Bid
 - The Two-Party Agreement
 - Performance
 - Extension Options
 - Incumbent Contractors
 - Q & A
- 




The Solicitation

- 
- Legal Document
 - Contractor Obligations
 - Sample Two Party Agreement
- 




Bids and Proposals

- Responsibility
 - Ability, Capacity and Skill
 - Character, Integrity, Reputation
 - Previous Performance
 - Bid Price is Sufficient to Assure the Performance of the Bidder
- 




Bids and Proposals

- Responsiveness
 - Conforms in all material respects to the Invitation for Bids
 - Minor Irregularities
 - Multiple Irregularities
- 



MBE Certification by Prince George's County, Maryland

- Washington Metropolitan Area Transit Authority
 - Maryland Department of Transportation
 - Maryland/District of Columbia Minority Supplier Development Council
 - Other Certification Entities
- 



Submitting a Bid

- Timeliness
 - Affidavits
 - MBE Certification
 - Bid Bonds
- 




The Two-Party Agreement

- Careful Review
 - Exceptions
 - Clarifications
- 
- 

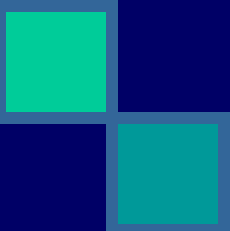



Contract Execution Requirements

- Insurance
 - Bonding
 - Corporate Acknowledgment
 - Witnesses
 - Three Originals
 - Administrative Review Committee
- 




Performance

- 
- Refer Back to the Solicitation
 - Reporting
 - Inability to Perform (Communicate)
 - Payment Terms
 - Termination / Expiration
- 



Extension Options

- Optional
 - Impact of Performance
 - Incumbency
- 



Questions and Answers





Thank You for Attending!!!

