

Prince George's County Office of Central Services

Contract Administration & Procurement Division (CA&P)

TIPS FOR RESPONDING TO REQUEST FOR PROPOSALS

Procurement Principles

- ❖ Integrity, confidence in the fairness and accountability of the procurement process
- ❖ Open competition
- ❖ Promote opportunities for local, small and minority business enterprises
- ❖ Meet the need of the agency
- ❖ Provide “Best Value” for the taxpayers
- ❖ Provide timely and impartial resolution of disputes

To Bid or Not to Bid?

- ❖ Is the project too big or too small?
- ❖ Is the project within our expertise?
- ❖ Do we have the required experience?
- ❖ Do we have the time or are we too busy?
- ❖ Can you do it in the time allowed?
- ❖ Do you have enough staff to do the job?

Scheduling

- ❖ Make a schedule and stick to it
- ❖ Distribute the schedule to all members of your team
- ❖ Make sure you leave plenty of time for copying, binding and delivering the proposal **ON TIME!!!**

First Impressions Count

- ❖ Your proposal should be professional and organized
- ❖ Use section headings
- ❖ Avoid cross-references to the extent possible-It makes it difficult for evaluators to evaluate the proposal if they have to jump between sections in order to get the full picture.
- ❖ Always number pages
- ❖ Make sure each copy of the proposal is complete
- ❖ The proposal should be easy to read and understand. You want to make sure the evaluation team gets the right message.
- ❖ Use a binding methods that works

Proposal Strengths

- ❖ Professionals and organized
- ❖ Is clear and detailed as appropriate
- ❖ Address all aspects of the request for the proposal
- ❖ The proposal contains references for work similar to solicitation with current contact information

Proposal Weaknesses

- ❖ Proposal is not professional, not organized
- ❖ Proposal does not respond to every technical element of the solicitation
- ❖ Proposal does not demonstrate vendors clear understanding of the requirements of the solicitation
- ❖ Proposal does not demonstrate adequate resources
- ❖ Proposal does not include a quality control element
- ❖ Training program weak or missing
- ❖ No backup plan for continuity of services
- ❖ Hiring policy weak or missing

Weaknesses (cont.)

- ❖ Project approach weak or missing
- ❖ Experience does not meet the requirements of the solicitation
- ❖ Inspection/ maintenance program for equipment if appropriate
- ❖ Minority Business Enterprise Utilization Plan missing or incomplete
- ❖ Vendor repeats scope of work word for word
- ❖ Failure to include license and permits as required
- ❖ Poor organization of attachments
- ❖ Contains irrelevant poor references or non-working phone number

“If You Win”

CELEBRATE!!!

“If You Lose”

- ❖ Schedule a debriefing with the Procurement Professional
- ❖ Try not to get discouraged
- ❖ Apply what you have learned on your next proposal!