

PRINCE
GEORGE'S
COUNTY
PUBLIC
SCHOOLS

PGCPS

July 26, 2012

Business Management Services How to Win a Contract

BOE or EXECUTIVE LEVEL or SCHOOL NAME – Type Information Here

Dr. William Hite
Superintendent of Schools

Matthew Stanski
Chief Financial Officer

- **Vision** – Superior Sustainable Performance
- **Mission** – Quality service that is effective, efficient, and accountable.
- **Purchasing & Supply Goals**
 - ✓ To effectuate timely ordering, and delivery of school system needs and ensuring quality customer service and high degree of satisfaction for all.
 - ✓ Develop and quality vendor partners – including local and minority businesses

- ❖ Anyone wishing to do business with the BOARD is asked to register with the Purchasing Department.

- ❖ The successful respondents must be an active vendor in Oracle to receive Purchase Orders and Payment.

- ❖ To register, contact the Purchasing Department at
301-952-6560 to receive instructions on how to register or visit the Purchasing website at www.1.pgcps.org, click on About US, under Offices, choose Purchasing the Isupplier to register electronically

WHERE TO FIND PGCPS SOLICITATIONS



- Solicitations may be downloading from PGCPS website: WWW.1.PGCPS, Click on About US, under Offices, choose Purchasing then Procurement Opportunities
- Access RFP on Emaryland Marketplace @ <https://eproposalmarketplace.com>
- Visiting or contact the Purchasing Department between the hours of 8:00 AM and 4:30 PM, Monday through Friday, excluding holidays. The Purchasing Department is located at 13300 Old Marlboro Pike, Room 20, Upper Marlboro, MD 20772-9983, 301-952-6560.

How to Prepare an Effective Response for Prince George's County Public Schools Solicitations

- In today's tough economy, competition is fierce, so it is critical to be as prepared as possible when trying to win new projects.

- When considering whether or not to respond to a solicitation ask yourself the following questions:
 - ❖ Does my firm have the experience with the project type?

 - ❖ Do we have the staff capable of handling a project of this size and scope?

 - ❖ Are we confident in our team including the sub-consultants to be successful?

 - ❖ Can our firm effectively manage the expectations set forth in the solicitation?

How to Prepare an Effective Response for Prince George's County Public Schools Solicitations

- Once the decision is made to respond the following next step is important

READ THE SOLICITATION!

- It is the intent of the solicitations to provide prospective respondents with complete information relative to the total performance of any resultant contract.
- Respondents are obligated to read and understand all parts of the solicitation to obtain clarification of any part not thoroughly understood, before submitting their response.
- Reading the RFP thoroughly will provide detail and give you an understanding of the requirements and expectations. This will assist you in understanding the project owner as well as the expectations set forth in the RFP. If you do not have a handle on the expectations set for the project, your ability will be limited to have a successful response.

How to Prepare an Effective Response for Prince George's County Public Schools Solicitations

- When reading through the terms in the RFP, highlight important topics and any requirements that are stated for the evaluation process.
- Put together a response review team who is not intimately involved in preparing the solicitation response.
 - ❖ Just as you have project quality control procedures to review the design, you need to have the same type of process when responding to an RFP.

QUESTIONS

- All questions concerning solicitations or projects should be directed via email to the Buyer noted in the RFP.
- All questions will be answered by an Addendum and posted on the website.

BE RESPONSIVE

- One of the first steps of every evaluation process is to determine if the proposals are “responsive or non-responsive” to the Solicitation.
- “Responsive” means that the respondent submitted the proposal and all required forms to the specified location by the specified date and time.
- Make sure you cover all of the requirements of the RFP in your proposal.
- Pay particular attention to “Special Notes” section. This usually lists submission requirements, forms and required affidavits, etc.

SPECIAL NOTES

- Submit the request number of original and duplicate copies of the response
- Complete, sign and submit all Affidavits included with the proposal
 1. Purchasing Affidavits
 2. CIP Affidavits
 3. MBE Documents which may differ based on the funding for the project
- Sign and return all addendums
- Sign and Notarize all documents as requested
- Deliver proposal as specified in RFP on time and to the right location
Submit a complete proposal/bid
- The Purchasing Director has the final authority to find a proposal non-responsive.

EVALUATION PROCESS

- The process of evaluation is based on explicit criteria, as outlined in the RFP, and utilizes a scoring system.
- Evaluation criteria are the factors used to determine which of the competing proposals best meet the identified needs.
- These criteria often include understanding of the project, qualifications, technical approach, cost control methods and MBE participation.
- Information requested should be relevant to selection criteria: Respondents should submit information that is relevant to the selection criteria.
- Be more relevant to the RFP instead of just compiling project information
- Provide information that closely matches the RFP requirements that are significant to the solicitation
- PGCPS uses the 100 points scale. Each area is assessed an portion of the total points. Respondents who score 80 points are above may move to the next phase of the evaluation process.
- **Note: (Assigned points will vary based on individual projects)**

EVALUATION PROCESS

- Understanding scope of work and schedule
- Provide a detailed statement of your understanding of the project and of the scope of services requested. Include a Master Schedule showing all milestone dates.
- Give suggestions or recommendations on how you can improve schedule. “Visit the Site”.

Evaluation Criteria

- Experience and Qualifications
- Qualifications and Firm's experience
- Experience with projects of similar nature – What role did the firm or staff play on those projects. What is the consultant's knowledge and experience of project of similar knowledge
- Individual team member's experience
- Provide a Team Chart of stating responsibilities and sub-contractor's locations
- Value Engineering principles – how were they used in past project? How can they be used in this project?
- How familiar is firm with applicable codes and regulations

Evaluation Criteria

- What projects were completed on-time and under or at budget?
- Show budgets, start dates and completion dates
- Team history of working together
- Show proof that the team can work together to achieve the stated goals
- Has team worked together on a K-12 public school
- Leed Experience
- Past and current leed projects. Leed certified staff or sub-consultants

Evaluation Criteria

- Technical Approach
- Provide a summary of the technical approach – Identify proposed sequence of activities
- Work plan for the project. What can you propose to improve the design process, schedule or project delivery?
- Include project documentation and reporting, consultant coordination
- Tell us about your company's project management philosophy
- What is your plan to handle the unexpected during both design, construction or implementation phase. Tell us your plan and communication on how to deal with such situations.

Evaluation Criteria

- How did your firm minimize changes orders? What is your plan to minimize change orders if you are awarded this project?
- What quality assurance methods were in place to maintain cost efficiencies?
- Cost Control methods
- What quality assurance measures are in place to ensure all construction requirements are captured in the drawings?
- How do you plan to handle the unexpected during both design and construction?
- Past MBE , current MBE and local MBE plans for this project. Please note (%) percentages as well.