



TIPS FROM A PROCUREMENT AGENT: Exhausting the Benefits of Your ITB/RFP Question and Answer Period

DEPARTMENT OF PURCHASING AND CONTRACTING

Food for Thought



If you ask the wrong questions, you'll probably get the wrong answer, or at least not quite what you're hoping for.

By using the right questions in a particular situation, you can gather better information.



Closed vs Open Questions:

Closed Questions are questions that will result in very short or single word answers (Ex. Where do you live? = Georgia; Do you want to win a contract? = Yes)

Open Questions allow for longer responses and more information. (Ex. Explain how the service will be paid. = Services will be paid upon approved invoice submitted by the end of the preceding month; Describe how an award will be made. = The BOC will make final contract award determination.)

Connecting and Creating Procurement Partnerships

Research

- User Department and solicitations of interest to you.
- Past solicitations and contracts.
- Attend events put on by local entities.

Consider:

- ☐ Entity's website
- ☐ Current and future service, construction, supply needs via entity's website
- ☐ Discuss your innovative approach or capabilities at entity sponsored events.



Connecting and Creating Procurement Partnerships



Read

- Entity's website, posted solicitation and contract documents, and applicable rules, in full.
- For understanding and to learn something.

Important
Information

Take Note of Deadlines, Meeting Opportunities, and potential contacts for later questions and concerns.



Connecting and Creating Procurement Partnerships

Respond

- Project Specific - Attend market place meetings, Request for Information, Pre-Bid/Proposal Meetings.
- Introductions – Attend entity events aimed at providing vendors with information.
- Ask questions, in writing, prior to the deadline if you are unsure about anything.
- Ask the right questions in the right way.

Connecting and Creating Procurement Partnerships

- ❑ Procurement/Purchasing requests for vendor insights or visions on how entity can proceed.
- ❑ Don't make assumptions or leave anything to chance.
- ❑ Question/Answer Period not limited to interrogative sentences.
- ❑ As a contributor to ensuring that citizens' tax funds are spent wisely, if you see an issue with the scope of work, specifications, the solicitation, or the contract, say something.
- ❑ If you require a detailed explanation, ask the question in a way that warrants such a response.





These Say It All...

If you were guaranteed
an honest response
to one question,

whom would you question,
and what would you ask them?

**The art and science of asking
questions is the source of all
knowledge.**
Thomas Berger

When you stop learning, stop
listening, stop looking and
asking questions, always new
questions, then it is time to
die.

Lillian Smith

YOU CAN'T
EXPECT TO
FIND THE RIGHT
ANSWERS IF
YOU'RE ASKING
THE WRONG
QUESTIONS.

**"Questions are the
engines of intellect,
the cerebral machines
which convert
energy to motion,
and curiosity
to controlled inquiry."**

David Hackett Fischer

Don't Make Assumptions. Find the
courage to ask questions and to express
what you really want. Communicate with
others as clearly as you can to avoid
misunderstandings, sadness and drama.
With just this one agreement, you can
completely transform your life.

Don Miguel Ruiz

**HE WHO
ASKS A QUESTION
REMAINS A FOOL
FOR FIVE MINUTES.**

**HE WHO
DOES NOT ASK
REMAINS A FOOL
FOREVER.**

Chinese Proverb



**THE
ANSWER**

is always no

**If You Don't
ASK!**

Helpful Links



http://live-dkc.pantheonsite.io/sites/default/files/dekalb_county_purchasing_policy.pdf

<https://www.dekalbcountyga.gov/purchasing-contracting/isupplier-0>

<https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>

<https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>

<https://www.dekalbcountyga.gov/purchasing-contracting/profile-management-training>

<https://www.dekalbcountyga.gov/purchasing-contracting/how-do-business>

