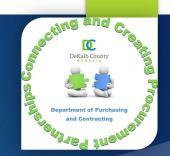


TIPS FROM A PROCUREMENT AGENT: Exhausting the Benefits of Your ITB/RFP Question and Answer Period

DEPARTMENT OF PURCHASING AND CONTRACTING





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 sing 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.)



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.



Read

➤ Entity's website, posted solicitation and contract documents,

and applicable rules, in full.

> For understanding and to learn something.



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





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.

- 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...



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

Thomas Berger

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

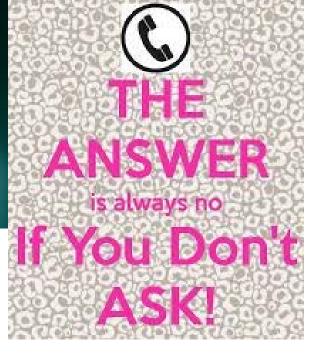
When you stop learning, stop listening, stop looking and asking questions, always new questions, then it is time to die.

Lillian Smith

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

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

HE WHO
DOES NOT ASK
REMAINS A FOOL
FOREVER.



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

David Hackett Fischer



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