



# TIPS FROM A PROCUREMENT AGENT: Submitting "*responsive*" bids and proposals

DEPARTMENT OF PURCHASING AND CONTRACTING

# Food for Thought



## Active vs Passive Reading:

*Active reading* is involved reading. Active readers read ideas with a goal of learning something.

*Passive reading* includes the reading of words but the goal is just to get finished.



Strategies for Active Reading:

- ❖ Read aloud
- ❖ Ask yourself some questions about what you read to confirm understanding.

One of the biggest reasons for non-responsive submittals is the failure to read appropriately.



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# Research

- Entity with whom you'd like to do business and grow
- Entity's local requirements for bidding
- Entity's contract needs
- Attend events put on by local entities



Don't forget to check out:

- ☐ Entity's website
- ☐ Local license requirements (business and professional)
- ☐ Applicable Local Minority vs Small business requirements
- ☐ Current and future local service, construction, supply needs

# Read

- Entity's website, posted solicitation and contract documents, and applicable rules, in full, so you know what to expect when you are ready to bid.
- During procurement process – solicitation, addenda, sample contracts, any entity correspondence
- Entity's evaluation of your work.



"The more you **read**  
the more **things** you know.  
The more that you **learn**  
the more **places** you'll go."

- Dr. Seuss





# Respond

- Provide what is requested and how it is requested
- Vendor use of the required documents checklist is a start
- Vendor review and response to the entire solicitation, attachments, and exhibits is the key.



DeKalb County, GA specifics:

- ☐ Must complete the DeKalb First LSBE forms.
- ☐ Must obtain 20% LSBE participation or provide proof of demonstrated Good Faith Efforts.
- ☐ Complete the Bidder/Contractor Affidavit.
- ☐ Include required licenses/certifications and resumes with your submittal.
- ☐ If applicable, include a Bid/Proposal Bond or requested surety documents.
- ☐ Complete the Required Documents Checklist.

# Racing to Bid/Proposal Submittal

- E. The following Required Documents Checklist includes a list of attachments and documents which **must** be completed and returned with Responder's technical proposal:

Required Documents	Attachment
Cost Proposal Form (1 copy, separate & sealed)	A
Proposal Cover Sheet	B
Contractor Reference and Release Form	C
Subcontractor Reference and Release Form (make additional copies as needed)	D
DeKalb First LSBE Information (Exhibits 1-2)	E
First Source Jobs Ordinance Information (Exhibits 1-2)	F
Contractor Affidavit	G
Subcontractor Affidavit	H
Exceptions to the Statement of Work and Standard County Contract, if any	-----
Responder and Personnel Resumes, Licenses & Certifications	-----

The screenshot shows the DeKalb County Georgia website's Purchasing & Contracting section. The page title is "Active ITBs and RFPs". A sidebar on the left lists navigation options: Purchasing & Contracting, Bid Opportunities/General Information, Active ITBs & RFPs (selected), ITB/RFP Prime Contacts, Bid Tabulations, Bid Awards, and Active Request for Quotes (RFQs). The main content area includes a disclaimer about downloading documents, contact information for the Administrative Division (Phone: (404) 371-7051, Email: pcadmin-ops@dekalbcountyga.gov), a note about recent changes (XXXX - Indicates most recent changes / additions), a "PLEASE NOTE" regarding a mandatory meeting on Tuesday, March 27th at 10:00 a.m. and 2:00 p.m., and a table of recent updates.

**Active ITBs and RFPs**

If you download documents from this site, you are also responsible for downloading any addenda that may be associated with the project. Addendum notification(s) will only be sent to vendors that are on our list of prospective bidders. Purchasing and Contracting is not responsible for distributing addenda to vendors that do not appear on the list of prospective bidders for projects. If you would like to appear on the list of prospective bidders please contact the Administrative Division:

Phone: (404) 371-7051  
Email: [pcadmin-ops@dekalbcountyga.gov](mailto:pcadmin-ops@dekalbcountyga.gov)

XXXX - Indicates most recent changes / additions

**PLEASE NOTE:** The Mandatory Prime/LSBE Meeting will take place on Tuesday, March 27<sup>th</sup> at 10:00 a.m. and 2:00 p.m.; in place of our regularly scheduled meeting on Wednesday, March 28<sup>th</sup>.

Most Recent Update: March 26, 2018

Project Number	18-500480-RFP
Project Name	Insurance Broker Services
	Pre-Proposal Conference (Non-Mandatory) Wednesday, April 4, 2018 @ 11:00a.m.





# Responsive Check Includes Confirmation that:

- Vendor obtained LSBE participation or demonstrated Good Faith Effort (GFE).
- Vendor attended the mandatory DeKalb First LSBE meeting.
- Price was submitted in a separate and sealed envelope.
- Price was not included in any other area of the bid/proposal submittal.



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# More Tips for Submitting a Responsive Bid or Proposal

- Pay specific attention to any attachment which is indicated as a "must/shall submit".
- Do not complete and return the Sample Contract and its attachments.
- Provide financials with your proposal in the format requested.



- Always read and complete the Checklist for GFE if you did not meet the benchmark of 20% LSBE participation.
  - ❖ Attach all required documentation supporting the GFE.
  - ❖ Do not forget that you can call the LSBE Program Office for assistance (date/time and who you speak to should be included in GFE).
  - ❖ GFE will be verified by calling those you said you contacted.



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# Helpful Links



[http://live-dkc.pantheonsite.io/sites/default/files/dekalb\\_county\\_purchasing\\_policy.pdf](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>



**If you've never tried any of the above links, today is the day to start that Researching, Reading, and Responding.**