

Prince George's County  
Office of Central Services

*Contract Administration &  
Procurement Division (CA&P)*

**TIPS FOR RESPONDING TO  
REQUEST FOR PROPOSALS**

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# Agenda

- ❖ Welcome
- ❖ General Rules
- ❖ Introductions
- ❖ Procurement Principles
- ❖ Request for Proposal Tips
- ❖ Exercise
- ❖ Pitfalls to Avoid

# “General Rules”

- ❖ Participation
- ❖ No dumb question!
- ❖ Cell phones on vibrate
- ❖ Break

# Introductions

- ❖ Your name, company
- ❖ Type of business
- ❖ Previous contract with Prince George's
- ❖ Prince George's certified MBE
- ❖ Goal or expectation for today

# Procurement Principles

- ❖ Integrity, confidence in the fairness and accountability of the procurement process.
- ❖ Open competition.
- ❖ Promote opportunities for local, small and minority business enterprises.

# Procurement Principles (Cont.)

- ❖ Meet the need of the agency.
- ❖ Promote positive business relationships.
- ❖ 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.

# First Impressions Count

- ❖ 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.

# Non-Responsive Bid

- ❖ Failure to acknowledge addendums.
- ❖ Failure to sign the bid.
- ❖ Failure to enclose product literature.
- ❖ Failure to submit the required number of copies.
- ❖ Failure to include bid bond.
- ❖ Failure to provide required subcontractor list.
- ❖ Failure to separate cost from technical response.

# Responsibility

- The ability, capacity and skill of the bidder to perform the service required within the specified time.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the bidder with laws and ordinances relating to previous contracts with the County and to the bidder's employment practices.

# Responsibility (cont.)

- The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.
- The quality, availability and adaptability of the supplies, or contractual services, to the particular use required.
- The ability of the bidder to provide future maintenance and service.
- Whether the bidder is in arrears to the County, in debt on contract or is a defaulter on surety to the County or if the bidder's taxes or assessments are delinquent.

# Responsibility(cont.)

- Whether the bidder is in arrears to the County, in debt on contract or is a defaulter on surety to the County or whether the bidder's taxes or assessments are delinquent.
- The resale value and life cycle costs of the subject of the contract.
- Such other information as may be secured by the Purchasing Agent having a bearing on the decision to make the award.

# Proposal Strengths

- ❖ Professional and organized as stated in RFP.
- ❖ Is clear and detailed as appropriate.
- ❖ Address all aspects of the Technical Requirements of RFP.
- ❖ The proposal contains references for work similar to solicitation with current contact information.
- ❖ Contains best practice information.

# Proposal Weaknesses

- ❖ Proposal is not professional, not organized.
- ❖ Proposal does not respond to every technical element of the RFP.
- ❖ Proposal does not demonstrate vendors clear understanding of the requirements of the RFP.



# Proposal Weaknesses (Cont.)

- ❖ 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.

# Proposal Weaknesses (Cont.)

- ❖ Failure to include license and permits as required.
- ❖ Poor organization of attachments.
- ❖ Contains irrelevant, poor references or non-working phone number.
- ❖ Lacks transition plan.

# Proposal Weaknesses (Cont.)

- ❖ Project approach weak or missing.
- ❖ Experience does not meet the requirements of the RFP.
- ❖ Inspection/maintenance program for equipment, if appropriate.
- ❖ Minority Business Enterprise Utilization Plan missing or incomplete.
- ❖ Vendor repeats scope of work word for word.

“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!