

HOW TO DO BUSINESS WITH THE CITY OF CINCINNATI

November 10, 2015



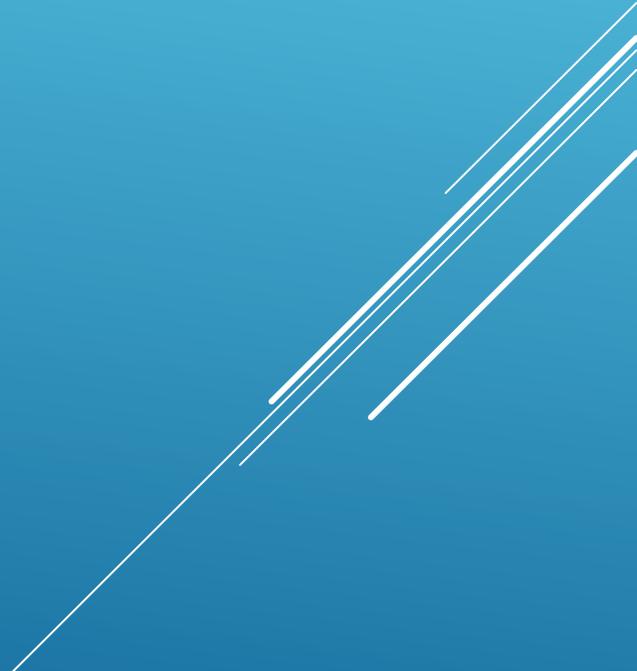
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YOUR PRESENTER

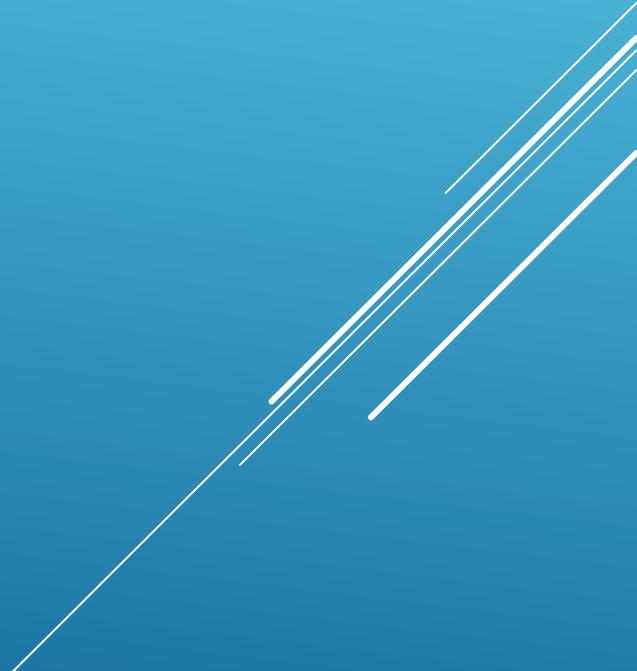
A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ Why register through Vendor Self Service?
 - ▶ Receive automatic email notifications by commodity
 - ▶ Update your vendor profile online anytime
 - ▶ Meet contracting requirements (Registration is not required for bidding, but is required prior to contract execution)
 - ▶ Stay in the loop for free!
- ▶ Visit City website to register(<http://www.cincinnati-oh.gov/purchasing/registration/vendor-registration/>)

VENDOR REGISTRATION

- ▶ Vendor Self Service
 - ▶ (<https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService>)
- ▶ Open Data Cincinnati
 - ▶ (<https://data.cincinnati-oh.gov/>)
- ▶ City Bulletin
 - ▶ (<http://www.cincinnati-oh.gov/council/references-resources/city-bulletin1/>)

FINDING BUSINESS OPPORTUNITIES



- ▶ ITB stands for “Invitation to Bid”
- ▶ Bids are invited for a specified project, product or service
- ▶ The solicitation is publicly advertised
- ▶ The bidding format is dictated by the ITB
- ▶ Bids are due back by the date and time indicated
- ▶ A public bid reading is held immediately after bids are due
- ▶ Bids are a matter of public record
- ▶ Contract is awarded to the lowest and best bidder

TYPES OF SOLICITATIONS - ITB

REQUIREMENTS AND DATA

Estimates are for a twelve (12) month period. Estimates indicated will be used solely for the purpose of making a tabulation of bids. All quantities are on a more or less basis.

SECTION 1 - CINCINNATI WATER WORKS/WATER QUALITY & TREATMENT

Item No.	Qty./Unit	Description	Price Per Unit	Extended Total
1	2 Each	Quarterly service calls for Amsco Eagle 3021 Gravity Sterilizer and Consolidated Sterilizer 20 X 20 cab/elect. Serial #29284. Located in basement of RMTP new lab. Service shall also include "call back."	\$ _____/ea .	\$ _____
2	1 Each	Quarterly service calls on new autoclave, located in BacT lab at RMTP (currently out to bid-after warranty has expired).	\$ _____/ea .	\$ _____
3	8 Each	Annual test of hoods (Fisher Hamilton - Rooms 108, 200, 201, 202, 204, 208, 211, 217, 219, 220).	\$ _____/ea .	\$ _____
4	1 Each	Annual test of safety flow flume hood (Fisher Scientific Model #93-809Q - location GAC process control room).	\$ _____/ea .	\$ _____
5	1 Each	Annual test of electric exhaust fan. Serial #901200177. (Porter Model #D6AB located at Charles M. Bolton Plant).	\$ _____/ea .	\$ _____

BID FORM EXAMPLE

- ▶ Fair & competitive pricing
- ▶ Compliance with bid specifications
- ▶ Compliance with general terms and conditions
 - ▶ Note that the parties may not negotiate in the bid process
- ▶ Reasonable delivery times
- ▶ Economic Inclusion
- ▶ Equal Employment Opportunity
- ▶ Bidder's previous performance

EVALUATING BIDS

- ▶ Living Wage Requirements
- ▶ Prevailing Wage Requirements
- ▶ Bid Surety (10%) & Performance Surety (100%)
- ▶ Insurance (See Form 160 for limits)
- ▶ Workers Compensation
- ▶ Additional Materials
 - ▶ MSDS Sheets
 - ▶ Price Lists
 - ▶ Pictures/Samples
- ▶ Local Hire & Responsible Bidder Programs

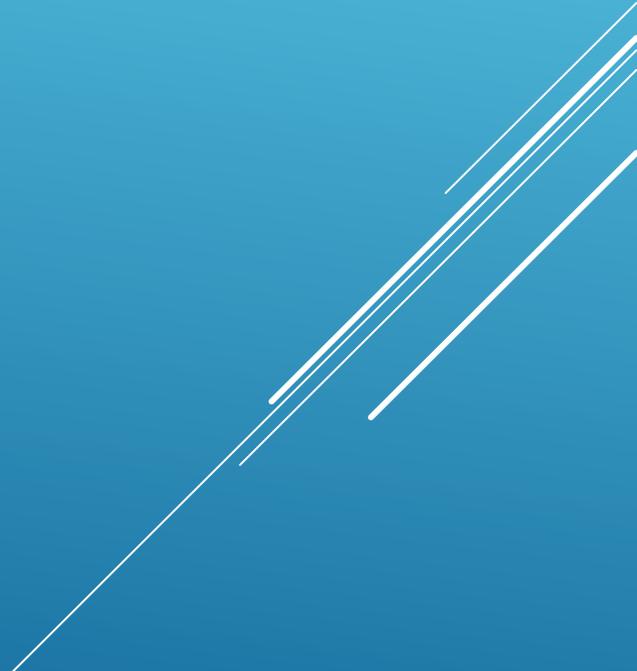
ADDITIONAL BID CONSIDERATIONS

- ▶ Read the ITB carefully to understand the requested need
- ▶ Submit questions in writing before bids are due
- ▶ Attend pre-bid meetings if applicable
- ▶ Research bids that have closed previously
- ▶ Consider all overhead costs and market volatilities
- ▶ Consider the scope of the City's need in relation to your firm's capacity
- ▶ Submit competitive and realistic pricing
- ▶ Adhere to the format of the ITB

TIPS FOR SUBMITTING A WINNING BID

- ▶ Incomplete bids
- ▶ Ineligible bids
- ▶ Non-compliant bids
- ▶ Mathematical errors
- ▶ Unrealistic capacity or pricing
- ▶ Late bid submittals
- ▶ Misunderstanding the specifications
- ▶ Ignoring the City's inclusion goals

PITFALLS TO AVOID



- ▶ RFP stands for “Request for Proposals”
- ▶ Traditionally used for professional or non-standard services and products and when price is not necessarily the primary award criterion
- ▶ Proposals are requested to solve a known problem
- ▶ The RFP describes the need and the evaluation criteria
- ▶ The solicitation is publicly advertised
- ▶ Proposals are due back by the date and time indicated

TYPES OF SOLICITATIONS - RFP

- ▶ Different types of solutions may be compared
- ▶ An evaluation team reviews the proposals
- ▶ Proposals are scored and ranked
- ▶ Interviews may be conducted
- ▶ Negotiations may be held
- ▶ The evaluation team provides a recommendation to the City Manager
- ▶ Award is based on the “Most Advantageous” proposal
- ▶ Proposals become public record after a contract is executed

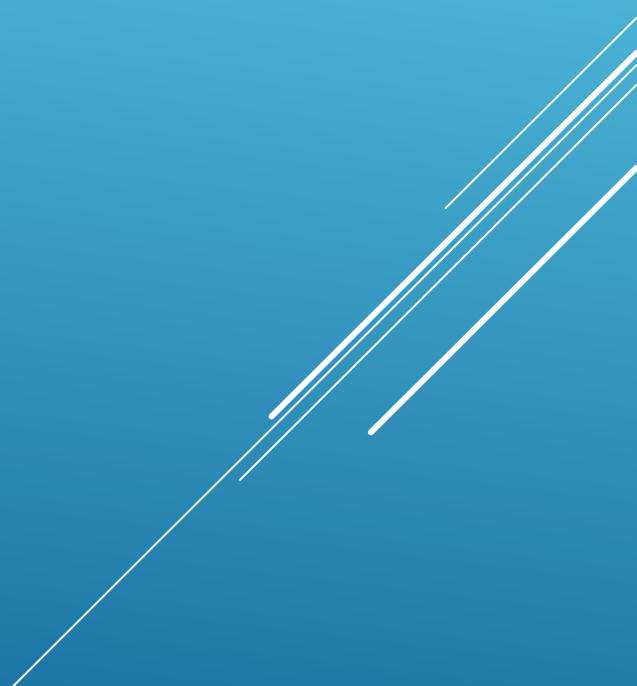
EVALUATING PROPOSALS

- ▶ Read the RFP carefully to understand the requested need
- ▶ Submit questions in writing before proposals are due
- ▶ Attend pre-submittal meetings if applicable
- ▶ Adhere to any formatting requirements outlined in the RFP
- ▶ Submit the correct number of copies
- ▶ Communicate through clear direct language - Avoid "fluff"
- ▶ Evidence your capacity to provide a solution
- ▶ Quality content + Clear & professional presentation = Success

TIPS FOR SUBMITTING A GREAT PROPOSAL

- ▶ Not addressing the need/Using off-the-shelf literature
- ▶ Not committing key staff to the project
- ▶ Not evidencing experience/capacity to be successful
- ▶ Not meeting submission deadline
- ▶ Not providing a signature to bind the proposal
- ▶ Not outlining exceptions to legal terms (or waiting until negotiation to do so)
- ▶ Focusing on low cost in lieu of best value solution to problem
- ▶ Ignoring the City's inclusion goals

PITFALLS TO AVOID



- ▶ RFQ stands for “Request for Qualifications”
- ▶ Traditionally used for professional or non-standard services
- ▶ The RFQ describes the need and the preferred qualifications
- ▶ The solicitation is publicly advertised
- ▶ Qualifications are due back by the date and time indicated

TYPES OF SOLICITATIONS - RFQ

- ▶ An evaluation team reviews the qualifications submitted
- ▶ Statements of qualifications (SOQs) are scored and ranked
- ▶ Interviews may be conducted
- ▶ Negotiations may be held
- ▶ The evaluation team provides a recommendation to the City Manager
- ▶ Award is based on the “Most Qualified” submission
- ▶ SOQs become public record after a contract is executed

EVALUATING QUALIFICATIONS

- ▶ Build a great team
- ▶ Outline the firm's successes and the successes of the team's members
- ▶ Evidence your understanding of the City's needs and deliverables
- ▶ Highlight anything that makes your team uniquely qualified
- ▶ Provide letters of recommendation
- ▶ Evidence your qualification with licenses, certifications, etc.

TIPS FOR SUBMITTING A GREAT SOQ

- ▶ Describing team members who will not be involved with the project
- ▶ Not describing the role each team member plays
- ▶ Not describing the value each team member provides
- ▶ Building a team of individuals with little or no experience working together
- ▶ Not communicating effectively in the SOQ or associated interviews
- ▶ Not understanding the deliverables

PITFALLS TO AVOID

- ▶ RFI stands for “Request for Information”
- ▶ Used primarily to gain information about products or industries when the City has little or no institutional knowledge
- ▶ Assists the City in developing ITB, RFP, & RFQ scopes and specifications
- ▶ No contract is awarded from the RFI
- ▶ May be used to gauge market capacity and available sources

TYPES OF SOLICITATIONS - RFI

- ▶ Emerging Local Business Enterprise (ELBE) Program (Begins 1/1/16)
- ▶ Small Local Business Enterprise (SLBE) Program (Begins 1/1/16)
- ▶ Small Business Enterprise (SBE) Program (Revisions Begin 1/1/16)
- ▶ Minority/Women Owned Business Enterprise (M/WBE) Program (Begins 1/1/16)

ECONOMIC INCLUSION CONSIDERATIONS – UNDER CONSTRUCTION

- ▶ Agency Contact List
- ▶ Top 50 Commodity Codes
- ▶ Doing Business with the City Brochure
- ▶ Mark's business card

TOOLS TO HELP YOU SUCCEED

