



# **Beyond the Bid**

**April 17, 2013**



# **OVERVIEW: Los Angeles County As A Customer**

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- **Largest County in the nation**
- **Over 10 million residents**
- **Approx 100,000 employees**
- **39 buying departments**
- **Over \$1B Spend –Goods & Supplies**
- **Over \$4B Spend – Contract Services**

# Part I: Do Business With The County

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- ❖ **How do we buy? Purchasing and Contracting Process**
- ❖ **Where to find bid opportunities? Vendor Registration / Web Portal**
- ❖ **Who offers help? Office of Small Business - Procurement Technical Assistance Center**

# ISD Purchasing Goods and Services

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## **ISD is the County Purchasing Agent**

- Acquire supplies and equipment for all County departments
- Unlimited authority for commodities (e.g., equipment, supplies, etc.)
- Can award contracts for services up to \$100,000

# ISD Purchasing Goods and Services

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**The Purchasing Agent acquires goods through competitive bid process in two (2) basic methods:**

1. Direct or “Spot” Purchases for goods or services over \$5,000.
2. Soliciting and establishing Agreements; for high volume, usage and/or routine requirements.

## County departments acquire goods and services in four (4) primary methods:

1. Delegated Authority; for low dollar purchases (typically under \$5,000) with three (3) quotes.
2. Requisition to the Purchasing Agent for a solicitation, spot purchase or to establish an agreement (over the department's delegated authority).
3. Agreement Purchases; for high volume, high usage or routine goods.
4. Department solicitation for services, and award recommendation to the Board of Supervisors for approval.

# Doing Business Web Portal

[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

- Research County Policies
- Register Your Company
- Receive Automatic Bid Notices
- Search Open Bids
- Training / Events Calendar



[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)



**About Purchasing & Contracting**

**Definitions**

**What Does The County Buy?**

**Vendor Registration Information**

Self Registration  
Community Business  
Enterprise Certification  
Information

**Purchasing and Contract Opportunities**

Open Solicitations  
Master Agreements for  
Services

**Awarded Bids & Contracts**

**Department Contacts**

Procurement Offices  
Contract Managers

**Questions/Comments/  
Suggestions**

**County Business Requirements**

*Policies*

Purchasing  
Contracting

*Standard Terms and Conditions*

Purchasing  
Contracting

Jury Service Program  
Local Small Business  
Enterprise Preference Program  
Prohibition of Retroactive  
Purchase Orders and Contracts  
Contractor Debarment  
Contractor Non-Responsibility  
County Insurance and  
Indemnification  
GAINGROW Program  
Living Wage Program  
County's Child Support  
Compliance Program  
Construction Contracting  
Manual  
Safely Surrendered Baby Law

**Office of Small Business**

**Disposal of County Surplus Property**

**Vendor Fairs and Workshops**

**Link to Other Government Resources**

Los Angeles County Board of  
Supervisors  
County Services and  
Departments  
Federal  
State  
Other Local Government  
Agencies

**Vendor  
Registration**

**BIDs  
RFPs**



Search By ...

Open Bids and Solicitations

Commodity / Services

Los Angeles County is pleased to supply this listing of open bids. Open Bids can be searched by Commodity Description, County Department, Bid title and number. Open Bids will remain on this section of the web site until the closing date for the bid expires. Closed bids and awards can be viewed from the Search Bids/Awards section of this web site.

Bid Title, Number, Description

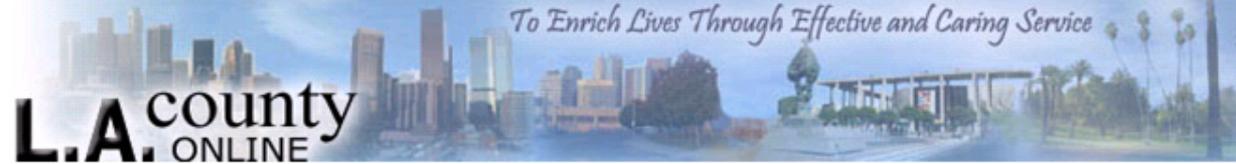
Please note:

List by Department

Vendors are required to register with the County of Los Angeles prior to responding to and submitting a solicitation to any Los Angeles County Department or Agency. Vendors can register online on the Los Angeles County Vendor Registration website at: LA County Vendor Registration.

The files to download can range in size from as small as 125k to as large as 3M, and are in an Adobe Acrobat PDF, MS Word, or WinZip compressed format. To view PDF documents the Adobe Acrobat Reader will need to be installed on your workstation. The Adobe Acrobat Reader is available FREE to download from Adobe.

Although the information on this web site is in a standard format, content may vary due to the specifications of each bid and the accuracy with which the information was entered by each County Department.



Search for an Open Bid

Open Bid Listing

Selected Department : Internal Services Department

- A B C D E F
- G H I J K L
- M N O P Q R
- S T U V W X
- Y Z All

Search By  
 Bid Title

Sort By  
 Close Date

Bid #	Title	Type	Closing Date
<a href="#">RFB-IS-12201451</a>	929013 SLUSH MACHINE	Commodity / Service	6/19/2012 12:00 PM
<a href="#">104351</a>	Print Optimization and Related Support Services RF	Service	6/19/2012 12:00 PM
<a href="#">RFB-IS-12201220</a>	15778P - SUV, CBRNE, 4x4 - SPECS	Commodity / Service	6/20/2012 12:00 PM
<a href="#">RFB-IS-12201484</a>	15759P - BIOMETRIC HAND READER-MANDATORY JOBWALK	Commodity / Service	6/20/2012 12:00 PM
<a href="#">RFB-IS-12201489</a>	825005-HVAC DUCT CLEANING - EDWARD ROYBAL CHC	Commodity / Service	6/21/2012 12:00 PM
<a href="#">RFB-IS-11200854</a>	FOR SALE: HELICOPTERS - EUROCOPTER AS350-B2 - AMD	Commodity / Service	6/28/2012 12:00 PM
<a href="#">RFB-IS-12200418</a>	SOLICITATION CANCELLED - AMENDMENT 4 (ISSUED 12/21	Commodity / Service	12/28/2050 12:00 PM
<a href="#">103996</a>	Information Technology Support Services Master Agr	Commodity / Service	Continuous
<a href="#">104215BR</a>	PC Maintenance Services	Service	Continuous
<a href="#">103942AD</a>	As Needed Elevator and Escalator Maintenance Servi	Service	Continuous



REQUEST FOR BID

INTERNAL SERVICES DEPARTMENT

SOLICITATION :  
RFB-IS-13200520-2

BID DUE:

04/18/13 12:00:00 PM

RETURN BID TO ADDRESS BELOW

INTERNAL SERVICES DEPARTMENT  
ISD CENTRAL PURCHASING  
1100 N EASTERN AVENUE  
RM 103 BID ROOM 1ST FLOOR  
LOS ANGELES CA 90063

BUYER : Rothana Tan  
BUYER PHONE : 323-881-4583  
DATE ISSUED : 03/21/13  
REQ. DEPARTMENT : IS

AGENCY REQ. NO. : NGEN ME  
REQ. NO. :

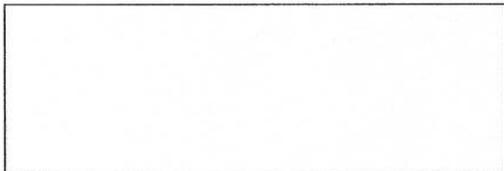
FISCAL YEAR :

SCHEDULED BEGIN DATE :  
SCHEDULED END DATE :

NUMBER OF COMMODITY LINES : 1

PROCUREMENT FOLDER : 521459

Vendor No. :



NGEN METROETHERNET SERVICE

TO BE COMPLETED BY VENDOR

1. DELIVERY WILL BE MADE IN \_\_\_\_\_ THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
2. CASH DISCOUNT \_\_\_\_\_ % \_\_\_\_\_ DAYS. CASH DISCOUNT OF LESS THAN 30 DAYS OR 25TH PROX. WILL BE CONSIDERED AS NET IN EVALUATING THIS BID.
3. BID BOND ATTACHED: \_\_\_\_\_ CERTIFIED CHECK ATTACHED: \_\_\_\_\_ OTHER ATTACHMENTS: \_\_\_\_\_
4. BID REFERENCE NUMBER: \_\_\_\_\_ . (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT) .
5. PLEASE REMOVE FROM THIS COMMODITY CODE: \_\_\_\_\_ .
6. FEIN OR SOCIAL SECURITY# REQUIRED: \_\_\_\_\_

\*\* IMPORTANT \*\*

IN ORDER TO RECEIVE AN AWARD, VENDORS ARE REQUIRED TO BE REGISTERED WITH THE COUNTY OF LOS ANGELES. VENDORS MAY REGISTER ONLINE ON THE COUNTY OF LOS ANGELES VENDOR REGISTRATION WEBSITE @ [HTTP://CAMISVR.CO.LA.CA.US/WEBVEN/](http://CAMISVR.CO.LA.CA.US/WEBVEN/)

USE OF A BRAND NAME AS SPECIFICATION IS NOT INTENDED TO RESTRICT COMPETITION. QUOTE IN ACCORDANCE WITH SPECIFICATION OR ON YOUR ALTERNATE. ALTERNATE OFFERS TO MEET FUNCTIONAL REQUIREMENTS, ADEQUATELY SUPPORTED BY LITERATURE AND YOUR STATEMENT WHEREIN SPECIFICATIONS DIFFER, WILL BE CONSIDERED FOR FUTURE PURCHASE, OR WHEN FEASIBLE, FOR THIS PURCHASE.

VENDORS ARE REQUIRED TO ENTER THEIR COMPANY NAME IN THE SPACE PROVIDED AT THE TOP OF EACH PAGE ON THIS SOLICITATION.

VENDOR PHONE NUMBER:

TITLE:

DATE:

SIGNATURE OF BIDDER:  
(MUST BE SIGNED)

Solicitation Number

Due: Date & Time

Address

# L.A. County Certifies: Local Small Business Enterprise Community Business Enterprise

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## Local Small Business Enterprise (Local SBE)

- ✓ 8% price preference, prompt pay
- ✓ State CA-DGS SBE certification is the prerequisite
- ✓ Race and gender neutral
- ✓ Certain federally funded projects: preference given to SBEs certified on [sam.gov](http://sam.gov)

## Community Business Enterprise (CBE)

- ✓ County accepts govt. certification by public agencies for minority, women, disadvantaged and disabled veteran business
- ✓ Listing provided to public and private contracting agencies looking for certified subcontractors

# Local Small Business Enterprise Preference Program (LSBE) *Certification Guidelines*

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- Must meet the State SBE requirements;
- Local SBE must provide verification that its principal place of business has been in Los Angeles County for the past 12 months
- Principal Place of Business: a place of business where the officers direct, control, administer, and coordinate company activities

*Contact: [cbesbe@isd.lacounty.gov](mailto:cbesbe@isd.lacounty.gov)*

# Who can help?

*The Office of Small Business and  
Procurement Technical Assistance Center*

*OSB connects you with  
government opportunities:*

- ✓ Los Angeles County
- ✓ Defense and Federal Agencies
- ✓ Prime Contractors (sub-contracting)

**Training Course Calendar on Web:**

**<http://osb.lacounty.gov>**

# Part II: Why the County Solicits?



- ❖ **Solve Problem**
- ❖ **Prevent Problem**
- ❖ **Comply with Legal Mandates**
- ❖ **Re-solicitation**



# CONTRACTING PROCESS

**Vendors  
Notified of  
Solicitation**

**Proposer's  
Conference**

**Proposal  
Submission**

**Proposal  
Evaluation**

**Vendors  
Notified of  
Recommendation**

**Debriefing**

**County  
Protest  
Process**

**Negotiations**

**Recommendation  
of  
Contract Award**

**Board Approval  
of Contract**

# Examples of Solicitations

## ❖ IFB – Invitation for Bids

- Award based on low bid

## ❖ RFP – Request for Proposals

- Award based on evaluation of various factors (i.e. qualifications, approach, cost)
- Contract awarded to one or multiple vendors
- Solicitation has established deadlines



# Examples of Solicitations

## ❖ RFSQ – Request for Statement of Qualifications

- Solicitation may have a closing date or can remain open
- Based on vendors meeting qualifications
- Pool of qualified contractors established
- Various methods for awarding work
- Typically no guarantee of work

# Other Contracting Processes

- ❖ RFI – Request for Information
- ❖ Sole Source
- ❖ Solicitations based on specific  
Department needs

# Breaking Down the Solicitation Document

- ❖ General Information
  - Description of Services
  - Minimum Requirements
  - Standard County provisions
- ❖ Proposal Submission Requirements
  - Timetable
  - Format of proposals
  - Evaluation Criteria





# Sample Timetable

<b>Release of RFP</b>	<b>Wednesday, August 15, 2012</b>
<b>Mandatory Proposers' Conference</b>	<b>Wednesday, September 05, 2012</b>
<b>Mandatory Site Visits</b>	<b>September 10- 13, 2012</b>
<b>Written Questions Due</b>	<b>Thursday, September 20, 2012</b>
<b>Questions and Answers Released</b>	<b>Thursday, September 27, 2012</b>
<b>Proposals due</b>	<b>Thursday, October 11, 2012 by 1:00 PM (PST)</b>

# Proposal Submission

## ❖ Format of proposals

- Adhere to specified instructions identified in solicitation document
- Submit required number of hard copies or electronic files
- Include all completed forms required
- Submit proposal by due date and time



# Breaking Down the Solicitation Document

- ❖ Proposal Evaluation Section
  - Describes how proposals will be evaluated
  - Identifies weights allocated to each category
  - Identifies possible point deductions
  - Describes County Protest Process

# Typical Solicitations Exhibits

- ❖ Sample Contract
- ❖ Statement of Work
- ❖ Required Forms
- ❖ Appendices
  - Applicable Ordinances



# Factors to Consider

Does the Proposer have the ability to:

- ❖ Provide requested services over the length of contract term?
- ❖ Meet minimum requirements?
- ❖ Provide the required staffing and resources?
- ❖ Meet timeframes?
- ❖ Meet contract terms and conditions, now and throughout the term of the contract?

# Helpful Tips

- ❖ Attend Proposer Conference
- ❖ Ask questions
- ❖ Meet deadlines
- ❖ Provide accurate information for references
- ❖ Submit complete proposal in required format
- ❖ Provide detailed information regardless of prior contracts and do not make assumptions
- ❖ Review proposal to ensure that all information is complete and accurate before submitting
- ❖ Attend Debriefing



# County Websites and Contact Information

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**“Doing Business with Us”**

[http://lacounty.info/doing\\_business/main\\_db.htm](http://lacounty.info/doing_business/main_db.htm)

**Vendor Registration**

<http://camisvr.co.la.ca.us/webven>

Register your Business with the County

Telephone (323) 267-2725

**QUESTIONS  
OR  
COMMENTS?**

