

ROADMAP TO SUCCESS

**How to
become a
business
partner
with MCPS**



4 easy steps to success...

1. Register through CVRS and eMarylandmarketplace.com
2. Attend MCPS vendor training
3. Meet with an MCPS Buyer
4. Provide quality products and services

Register to be an active MCPS vendor!

- ▶ Register with Montgomery County's Central Vendor Registration System (CVRS).

You will find the link at:

<http://www.montgomeryschoolsmd.org/departments/procurement/vendors.aspx>

- ▶ Under “Vendor Registration” click on the “Montgomery County Central Vendor Registration System (CVRS)” link.

You will then be directed to the Montgomery County Central Vendor Registration System (CVRS).

Register to be an active MCPS vendor!

- ▶ Sign up with e-Maryland Marketplace:
[https://emaryland.buyspeed.com/bsol/](https://emaryland.buyspeed.com/bsol)

Register with eMaryland Marketplace to make doing business with the State of Maryland almost effortless. With registration, you have the benefit of being notified by e-mail of new opportunities available from the public Maryland organizations of your choice!



Attend an MCPS vendor training session and learn how to submit a competitive bid!

You will have the opportunity to...

- ✓ Ask questions
- ✓ Review MCPS product specifications
- ✓ Understand the Bid vs. RFP process
- ✓ Study previous contracts; know your competition



Meet the MCPS Procurement Unit Staff

Angela McIntosh-Davis, CPPB, Team Leader	301-279-3172
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**The
Procurement
Unit
What we do...**

MCPS Procurement Unit

Mission Statement

To provide vendor contracts for schools to purchase quality goods and services at reasonable costs.



Responsibilities...

Procurement is responsible for obtaining the best quality products, services, and instructional materials for MCPS.

Awards are determined on the best value.



Methods of obtaining prices...

- ✓ Invitation for Bid (IFB)
- ✓ Request for Proposal (RFP)
- ✓ Quotes
 - Fax/E-mail
 - U.S. Mail
 - Telephone
- ✓ Contract Catalog Discounts

Invitation for Bid (IFB)

Formal bids consist of two parts:

1. General Conditions and/or Detailed Specifications
2. Item Specifications

Note:

Formal bid titles and opening dates are advertised on the Event Calendar on the Procurement webpage at:

<http://coldfusion.mcps.k12.md.us/cfms/webteam/calendar/calendar.cfm?calendarID=mcpsbids>

Bids are downloadable in their entirety at eMaryland Marketplace:

<https://emaryland.buyspeed.com/bsol>

IFB General Conditions

The general conditions of a solicitation contain the following contract clauses:

- ✓ Intent
- ✓ Delivery requirements
- ✓ Awards
- ✓ Term of contract
- ✓ Criteria for awards
- ✓ Other clauses and conditions as applicable (warranties, invoicing, payments, etc.)

IFB Item Specifications

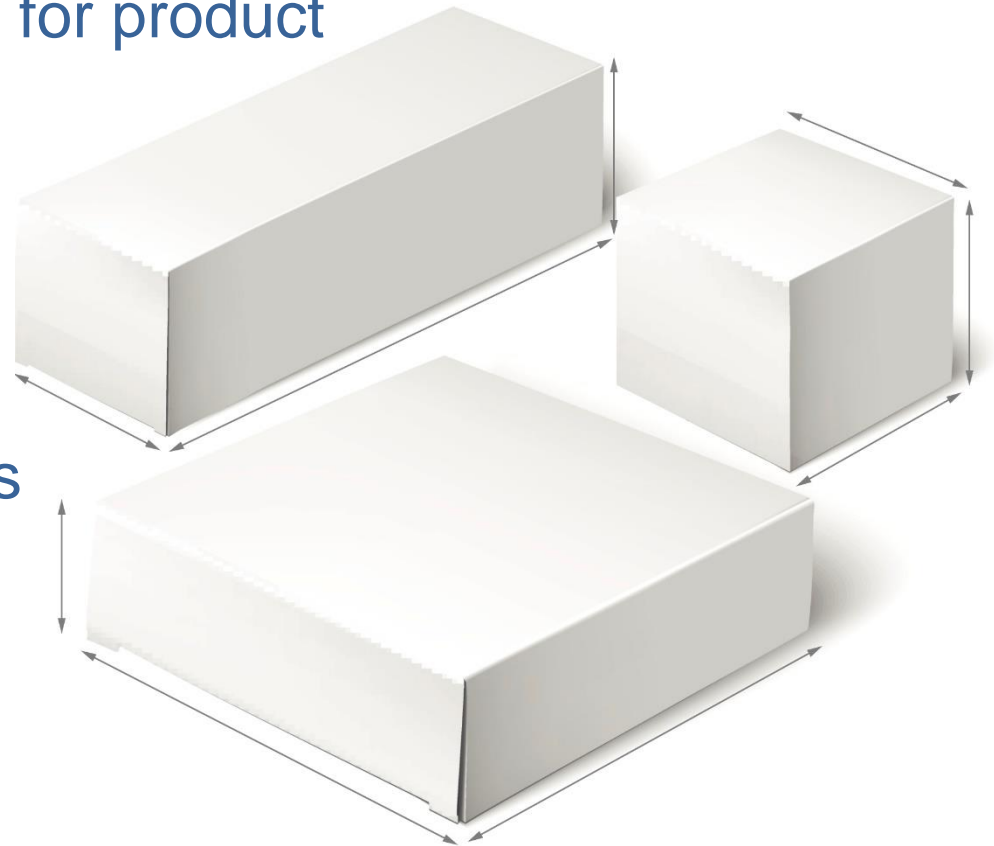
The item specifications include the following information:

- ✓ Specifications for product requested
- ✓ Brand / Model reference
- ✓ Size, color, etc.
- ✓ Quantity and Unit of Measure
- ✓ Other requirements as necessary

IFB Detailed Specifications

The detailed specifications include the following information :

- ✓ Minimum specifications for product requested
- ✓ Brand name reference
- ✓ Size, color, etc.
- ✓ Blueprints and drawings
- ✓ Other requirements as necessary



Request for Proposal (RFP)

This method is used to solicit proposals for services (consultants, software, special education services, banking services, etc.) and occasionally materials (vending, maintenance equipment, etc.) from qualified contractors.

RFPs consist of two parts:

Part A – Technical Section

Scope
of Work

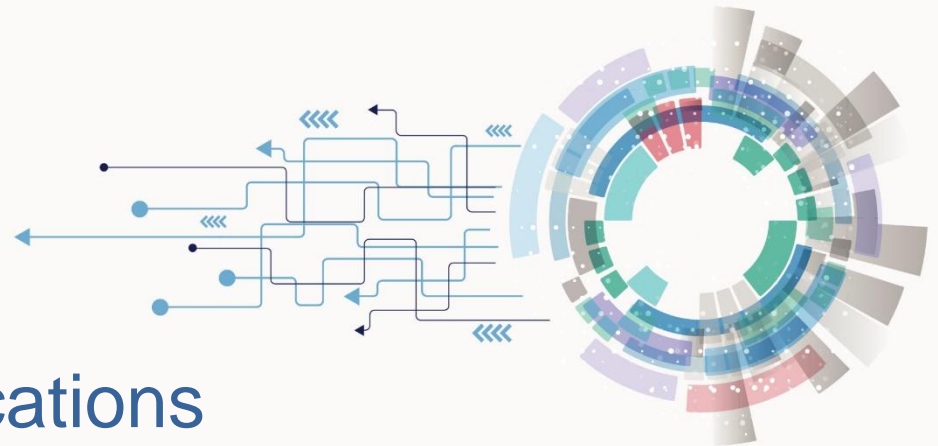
Part B – Business Section

General
Provisions

RFP: Part A–Technical Section

Includes the following:

- ✓ Intent
- ✓ Background
- ✓ Scope of work
- ✓ Term of contract
- ✓ Personnel qualifications
(Resume)
- ✓ Respondent requirements
- ✓ Evaluation criteria



RFP: Part B–Business Section

Includes the following:

- ✓ Type of contract
- ✓ Project Manager
- ✓ Contract articles
- ✓ Pricing breakdown
- ✓ Contract term



RFP: Pre-Proposal Conference...

- ✓ is chaired by the Procurement Buyer and the project coordinator.
- ✓ is to review and clarify the scope of work and answer technical questions.
- ✓ schedule and location is stated in the RFP document.

Notify Procurement of who will attend (e.g., a staff member with technical expertise).

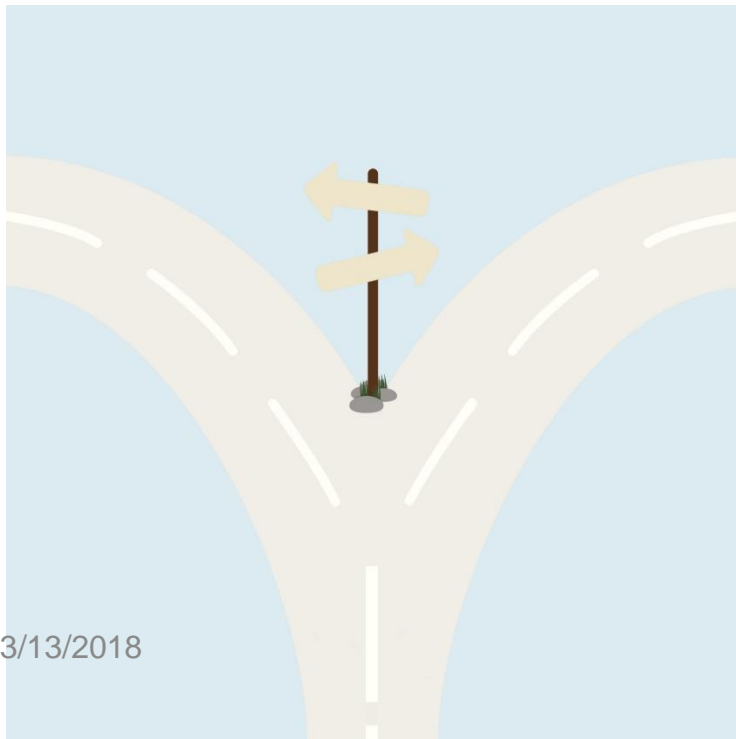


IFB vs. RFPs

How we determine which process is used...

Invitation for Bid

▶ A bid is for specific products and/or services where equal comparisons can be made as to quality and purpose.



Request for Proposal

▶ An RFP is to solicit services such as consultants, equipment maintenance, technical writing, software, etc.

▶ An RFP may also be used for the procurement of goods or nonprofessional services when MCPS believes that the evaluation criteria provided in an RFP would promote the best interest of MCPS.

Differences Between IFB and RFP Solicitations

Invitation for Bid

- ✓ Bids are publicly opened and read.
- ✓ Bids are evaluated and recommended based on best value.
- ✓ Awards are made to the lowest responsible and responsive bidder.

Request for Proposal

- ✓ RFPs are received but only the names of the respondents are revealed publicly.
- ✓ RFPs are used when price is not the primary factor in the award, allowing for negotiation.




**Dollar amounts
to remember...**



Purchases Costing \$0 - \$7,499 are obtained through Buyer Review

Purchases in this price range are to be documented by a purchase order issued and signed by the director of the Department of Materials Management.



Purchases Costing \$7,500 - \$24,499 are obtained through Competitive Quote

Purchases of more than \$7,500 but less than \$25,000 require competitive quotes by the Procurement Unit before a purchase order can be issued.



Purchases Costing **\$25,000 and above are obtained through Formal Solicitations**

Invitation for Bid (IFB)

Request for Proposal (RFP)

Payment Methods

MCPS utilizes the following Payment Methods:

ACH - Automated Clearing House;
payment is deposited directly into bank account.

Printed check - Delivered within 7-10 business days via U.S. mail.

Purchasing Card Program - Authorized MCPS credit card.

For all questions regarding invoicing and payment please e-mail AccountsPayable@mcpsmd.org

After attending the Procurement Vendor Training Session, you may be able to meet with the MCPS procurement buyer assigned to your commodity and/or service.

During this meeting, you may...

- ✓ Provide information on products and services available from your company.
- ✓ Learn the needs of MCPS.
- ✓ Receive important information on current and/or future contract timelines that are of interest to you.
- ✓ Discuss cooperative purchasing opportunities available.

Department of
**Materials
Management**
We Provide



Thank you for watching!
Please call (301) 279-3555 for
more information and assistance.

