What to Consider When Responding to an IFB

EFFICIENCY   COLLABORATION   TRANSPARENCY   EMPATHY

October 16, 2024

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MONTGOMERY COUNTY, MD

Procurement Methods

Most common procurement methods:

- Formal Solicitations (>$100k)
  - IFBs
  - RFPs
  - REOIs

- Informal Solicitations (>$10k, <$100k)
  - All reserved under LSBRP
  - >$50k are subject to MFD requirements
  - >$50k services contracts are subject to Wage requirements

- Direct Purchase (department buys directly - <$10k)

- Open Solicitations (fixed pricing, "open until filled" concept)

- Purchasing Categories
  - Goods
  - Services
  - Construction

[IFB Workflow Chart](#)

[RFP Workflow Chart](#)

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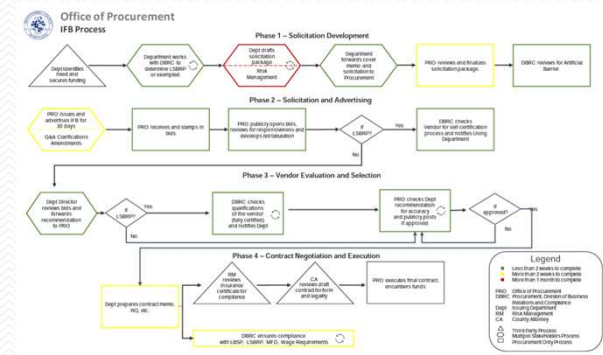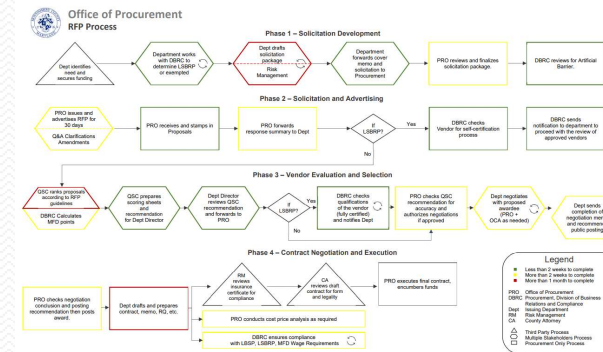
Tips

Successful Bidding

- Pay Attention to the Details
  - Thorough understanding of method of award
  - Ensure you respond to the requirements of the quotation sheet (all items, some groups, % discount, delivery schedule, etc)
  - Read technical specifications carefully
  - Ask questions in a timely manner
  - Ensure you are able to meet the requirements of the solicitation

- Bid Package Accuracy
  - Bid due date/time verified
  - Bid submission directions and requirements verified
  - Solicitation amendments verified, if any, for material and non-material updates
  - Bid package reviewed to ensure completeness and required submissions included (attachments, catalog info, technical material documentation, references, etc)

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Tips

Pre-bid/Pre-submission Conference

- What
    - Introduction of County staff (department CA & subject matter experts, PRO Specialist and DBRC Program Managers)
    - Details for the specific solicitation
    - Review of the scope
    - Opportunity to ask questions/get clarification
    - Opportunity to learn about other vendors that may be interested in the solicitation (Primes, Subs)

- When
    - This can be found in the solicitation with a Teams link for the meeting
    - Not guaranteed for every solicitation

Responsive and Responsible

- Determination required prior to award
    - Review responsiveness based on meeting all submission requirements, meeting quotation sheet requirements, etc
    - Review for responsibility based on result of required documentation, reference checks, business information, etc.

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Resources and Links

- Procurement website
  - www.montgomerycountymd.gov/PRO
- Vendor Registration System
  - https://www.montgomerycountymd.gov/vendorregistration

- Vendor Resources:
  - https://www.montgomerycountymd.gov/PRO/vendor-resources/index.html
- PROjection (Forecasting tool)
  - https://www.montgomerycountymd.gov/PRO/solicitations/projections.html
- Monthly Virtual Open House (Third Wed 10AM)

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Summary

Use the Resources Available
  - Online
  - In Person/Virtual

Follow Guidance and Requirements
  - Details are in the solicitations

Ask Questions
  - Technical and non-technical in writing via email, at pre-bid/pre-submission conferences

Keep Trying!
In FY24 48% of the vendors awarded a contract were new vendors to the County

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General Questions

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