

Reading Solicitations

Presented on 8.24.2021 by
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What's in the Universe of Solicitations?

- Types of solicitations:
 - Invitation for Bid (IFB)
 - Request for Proposal (RFP)
 - Request for Quote
 - Intergovernmental Cooperative Purchasing Agreements (ICPA)
 - Small Procurements (I, II, III)

Visit <https://goMDsmallbiz.maryland.gov> and open the Technical Training Classroom page to access the State Procurement 101 slide deck.

Solicitations – Agency

- Procurement personnel may want to know:
 - Your ability to do the work/ Past Performance
 - Who you are
 - Organizational Capability/ Experience
 - Will you need a sub contractor/teaming partner to deliver the work?
 - Management Plan
 - Staffing
 - Personnel to perform the work
 - Resumes
 - Letters of Commitment
 - Your price to provide the service or good requested

Poll #1



Read The Solicitation Thoroughly

- Instructions
 - Follow the instructions *very* carefully
- Evaluation Factors
 - What's important to the agency
 - How the factors are ranked
- Scope of Work
 - Personnel
 - Key personnel
 - Education Requirements
 - Place of performance
 - Furnished equipment
 - By contractor
 - By State

Key Information to Look For in a Solicitation

- Pricing
 - Base Year
 - Option Year(s)
- What type of solicitation?
 - Open competition
 - Set aside (SBR program only)
- When is it due?
- What type of submission?
 - Electronic
 - Hard copy
- What is required?
 - Specialized personnel
 - Place of Performance
 - Certificate of Good Standing

Additional Solicitation Items

- Other items that may be included in a solicitation include:
 - Work Breakdown Structure (WBS)
 - Model Contract
 - Insurance Requirements
 - Living Wage Requirements

Poll # 2



Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

<https://emma.maryland.gov>

New / Updated Solicitation: Consultant To Implement A Process For Collecting Parent Data

External

Inbox x



eMaryland Marketplace Advantage (eMMA) <no-reply.emma@maryland.gov>
to PATTERSON

Sun, Aug 1, 6:23 PM (9 days ago)



You are invited to respond to the solicitation listed below. Please [CLICK HERE](#) to access the solicitation in eMaryland Marketplace Advantage (eMMA). <https://emma.maryland.gov>

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you MUST advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

- RFX name: Consultant To Implement A Process For Collecting Parent Data
- RFX id: 36519
- Main commodity: Education and Training Services
- Lot #: 1
- Round #: 1
- End date: 9/6/2021
- Issuing Agency: Maryland State Department of Education - Administration

Solicitation number in eMMA

Solicitation + number of amendments

Solicitation due date

We look forward to hearing from you,

Regards,

Regina Gachuhi



This e-mail has been generated automatically, please do not reply to it.

Poll #3



Reading Solicitations - The Submission

- Follow the submission instructions, and:
 - Submit on time
 - Non-Compliance is a top reason solicitation responses are disqualified
- If allowed, ask questions, but don't give away your solution or your approach
- Protect your intellectual property
 - Consider adding language on the footer of your solicitation response to protect the content in the event of a Maryland Public Information Act (MPIA) request

Resources for Solicitations

- eMaryland Marketplace Advantage (eMMA) – register or use “public solicitations” option on page. <https://emma.maryland.gov/>
- Maryland Procurement Forecast (pipeline) - this database is populated with projected purchases of \$100,000 and above for the current fiscal year.
 - <https://gomdsmallbiz.maryland.gov/Pages/Forecasting.aspx>



Reliable
Competent
Expert
Thorough

Contact us

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