

2010 FREDERICK REVERSE PROCUREMENT FAIR

**April 22, 2010
9:00am to Noon**

**Delaplaine Visual Arts Education Center
40 S. Carroll Street in Downtown Frederick**



Sponsored by:

*The City of Frederick Department of Economic Development
and the
Frederick County Office of Economic Development*



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Welcome to the 1st Reverse Procurement Fair

Dear Exhibitors and Reverse Procurement Fair Attendees:

We are so pleased you made the decision to join us. We are certain you will enjoy the morning and the benefits afforded by attending this event.

Whether you are an exhibitor or an attendee, we are all aware of the daily challenges in our respective jobs and they are really very similar. Our customers consistently demand the best product for the dollar – and as budgets continue to become more stringent, we strive to face these challenges and to deliver more ahead of schedule, under budget and with fewer resources. We must remain positive and work to make a difference in these challenging times.

This is a wonderful opportunity to meet with public and private sector purchasing professionals and gather information about their organizations. We recommend you take full advantage of today's event and plan to accomplish the following:

- Gather information for each organization – vendor applications, current contract/bid solicitations, and/or business cards.*
- Gain knowledge of each organization's method of advertising bid solicitations and contract awards.*
- Network with other attendees as this could potentially grow your business.*

Thank you for being here today and supporting the Frederick business community!

Sincerely,

Laurie Boyer, CEcD

Director

*Frederick County Office of Economic
Development*

Richard Griffin, CEcD

Director

*The City of Frederick Department
of Economic Development*

Purchasing Facts

Did you know...?

Federal, State and Local governments follow similar procurement standards. They tend to follow the standards of the National Institute of Government Purchasing (NIGP) as long as the standards are not in conflict with the laws, ordinances and county charters as they may vary by jurisdiction.

Governmental entities tend to consider socio-economic factors when conducting procurements. Socio-economic programs include the utilization of minority-owned/women-owned businesses, small (including small disadvantaged) businesses, sheltered workshops, veteran-owned, service-disabled. These programs and their requirement vary by jurisdiction.

Terminology you should know...

Invitation for Bid (IFB), Request for Bid (RFB), Invitation to Bid (ITB) and Competitive Sealed Bid (CSB): all means the same thing. It is a procurement method which the award is made to the “lowest responsive and responsible bidder, or “low bid,” using a formal bid process. The solicitation package may contain information regarding site inspection and/or pre-bid conference.

Lowest Responsible Bidder: The bidder that submitted a responsive bid at the lowest price of all the responsive bids submitted, and whose past performance, reputation, and financial capability is deemed acceptable.

Responsive: a bid that conforms to all of the material requirements stated.

Responsible: to have the performance capability to fulfill contract requirements

Formal Bid: a bid or proposal that must be submitted in a sealed envelope and responses are opened publicly at a specified time.

Request for Proposal (RFP) or Competitive Sealed Proposal (CSP): a procurement method that usually requested when an entity is seeking a solution to a problem and is looking to the contractor for guidance. The solution package may contain information regarding site inspection and/or pre-bid conference. In this case, oral presentations/discussions may be requested. The offeror’s technical and price proposal responses are sealed in separate envelopes but are required to be submitted at the respective due date and time. The contract award will be made based on the contractor’s technical responses and performance in oral presentations/discussions rather than low bid, “best value.” The technical response of the RFP usually requires a detailed response outlining

the solution, past performance, qualifications, sample work, references, licenses etc. Price can be negotiated for the best and final offer (BAFO). Only the offeror's names are announced (read) publically at the opening, price is not stated.

Best value: an assessment of the return which can be achieved based on the total life-cycle cost of the item; can include functionality of the item, can use cost/benefit analysis, to define the best combinations of quality, services, time and cost considerations over the useful life of the acquired item.

Best and Final Offer (BAFO): the final proposal submitted after negotiations are completed that contains the vendor's most favorable terms for price and services or products to be delivered.

Pre-proposal conference/Pre-bid conference: a meeting held after advertising but before due date and time to clarify and uncertainty, answer bidder (offeror if it is a proposal) questions and to provide a common understanding regarding the good or service being acquired.

Site Inspection: a visit to the actual location where the contract is to be performed by potential bidders or offerors to become familiar with the site conditions.

Bidder: one who submits a response to an ITB (also known as IFB, RFB, CSB).

Offeror: one who submits a proposal to an RFP in competitive negotiation or who makes an offer in response to a solicitation

Unsuccessful Bidder: a vendor whose bid was not accepted for reasons of price, quantity, or failure to comply with specifications.

Competitive Negotiation: a method for acquiring goods, services and construction for the public use in which discussion (negations) may be conducted with offerors who submit proposals in the competitive range.

Competitive Range: the proposals, as determined during the evaluation process, which includes only those offerors considered to have a reasonable chance of being selected for award and who are therefore chosen for additional discussion and negotiations.

Request for Quotation RFQ) (Informal Bid): an informal solicitation or request for information (RFI) where oral or written quotes are obtained from vendors without formal advertising or receipt of sealed bids, used only where

statues do not require formal sealed bids, and where award is made to the lowest responsive and responsible bidder.

Informal bid: *a competitive bid or price quotation for supplies or services that is conveyed by letter, telephone, or other means that does not require a sealed bid, public opening, or public reading of the bids.*

Sole Source: *a non competitive procurement method where only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.*

Proprietary Article: *an item produced and marketed by a person or persons having the exclusive rights to manufacture and sell it. Sole source procurement would most likely be performed in this case to avoid disclosure of trade secrets and patents.*

Requisition: *an internal document by which the using agency sends details of supplies, services or materials required to the purchasing department.*

Piggyback: *a form of intergovernmental cooperative purchasing in which a large purchaser requests competitive sealed bids, enters into a contract and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself.*

Cooperative Purchasing: *procurement conducted on behalf of two or more public procurements units; combining the requirements in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.*

Centralized Procurement: *a system of purchasing in which a separate individual or department within an organization has the authority to make some or all of the purchases for that organization.*

Decentralized Procurement: *an arrangement in which certain purchasing authority or functions are delegated to smaller units of management by a central authority which retains the policy, direction and responsibility.*

All definitions in this Purchasing Fact Sheet were taken from the National Institute of Governmental Purchasing, Inc. through the Maryland Public Purchasing Association, Inc. Dictionary of Purchasing Terms copyright 1996

Directory of Exhibitors

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City of Frederick	Kandi Fullerton	301-600-6906 kfullerton@cityoffrederick.com
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