

TIPS FOR RESPONDING TO MTC PROCUREMENTS

MTC issues several types of procurements, and each has specific requirements for respondents. Listed below are key things that potential bidders should always look for when reviewing procurements:

➤ **Type of Procurement**

Determine what type of procurement you are looking at; this will let you know how the responses will be evaluated. If it's an Invitation for Bid (IFB) or Solicitation of Quotation (SOQ), the proposals will be awarded to the lowest responsive bidder. If the procurement is a Request for Proposal (RFP), Request for Qualifications (RFQ), or Solicitation of Proposal (SOP), then several factors (with cost effectiveness being one) will be used to determine the best overall proposal.

➤ **Bid Due Date**

When is the bid due? It is critical to take note of the bid due date, as they are absolute. If MTC does not receive your bid by the date and time listed, it will not be eligible for consideration.

➤ **Minimum Qualifications**

Review the procurement to determine if Minimum Qualifications (MQs) are listed. If they are, you need to determine if your firm meets these qualifications. If your firm does not meet the qualifications, your bid will not be considered responsive. Companies that don't meet the minimum qualifications are NOT precluded from performing as subcontractors.

➤ **Project Manager (PM)**

Call the PM with questions. The PM is your resource to find out: Who are the prime contractors bidding on this project? Are there any subcontracting opportunities? The PM can provide bid addendums (if applicable), Excel or Word forms for the proposal (if available), and answer any other question(s) you may have about the procurement.

➤ **Form of Proposal**

This section identifies the order in which to present information that your company must provide for its proposal to be deemed responsive. Be careful when reviewing this section. Always double-check your bid to be sure you've submitted all the required items. If you forget to submit required information, you run the risk that your bid will be deemed non-responsive.

➤ **Scope of Work**

This section describes the type of service or equipment for which the agency is seeking to issue a contract. Review this section thoroughly. If you win the bid, you will be required to provide the services/equipment as listed in this section.

➤ **Insurance/Bonding Requirements**

This section will inform you of the required insurance and bonds your company must submit in order to have your bid considered responsive.

THINGS A POTENTIAL BIDDER SHOULD DO BEFORE A BID IS DUE

1. Ask questions.
2. Attend the bidders' conference (if applicable).
3. If your firm doesn't meet the MQ's, find out what prime contractors are on the bid list, and contact them about possible subcontracting work.