Contract Connections
Bids for PGH

Session 2: October 6, 2020 or October 7, 2020

Respond to Solicitations
City of Pittsburgh

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Session 1 Packet - Review & Reminders

1) City of Pittsburgh Beacon Guide
2) Vendor Registration Guide
3) City Low Bids
4) Commitment Forms
5) Certifications
6) EORC Sample
7) Financial Materials
8) References & Resources: City, Allegheny
Session 2: Today’s Agenda

1) Bidding on Solicitations
   • **A** = Request for Proposal (RFP)
   • **B** = Invitation for Bid (IFB)
2) Cover Letter
3) Resume
4) References
5) Capability Statements
6) Ready for Session 3
# 1) **Bidding on Solicitations** – It’s All In The Details

**General Header**

- Solicitation Number
- Title of Project
- Start Date and End Date for Responses
- Description of Project
- Contact Information for questions about the solicitation
**RFP19000574**

**City of Pittsburgh**

**General Header Information**

- **No.**: RFP19000574
- **Title**: Community Visioning Study (East Hills and Lincoln-Lemington)
- **Type**: Formal Request for Proposal (RFP)
- **Who can see this bid?**: Everyone
- **Start Date**: October 25, 2019 at 3:00:00 PM EDT
- **End Date**: November 26, 2019 at 3:00:00 PM EST
- **Vendor Q&A Start Date**:
- **Vendor Q&A End Date**:
- **Estimated Total Value**: All Vendors
- **Who can respond to this bid?**: All Vendors

**Description**: The City of Pittsburgh is seeking qualified consultants to develop a Community Visioning Study with the Department of City Planning and the East Hills and Lincoln-Lemington-Belmar communities. The Visioning Study is both a process and a statement which can and will lead to more connected, aligned, and collaborative communities.

**Justification**:

**Delivery Terms**: Free On Board Destination

**Payment Terms**: Vendor Specified

**Contact Information**: City of Pittsburgh

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**Contact Details**: If you have any questions, please contact:

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#1) Bidding on Solicitations – It’s All In The Details

**A = Request For Proposal (RFP):** Important Dates in the Solicitation

**Hard Dates:**
- Cut off date for written questions
- Proposal submission deadline

**Flexible Dates for the City:**
- Proposal review and scoring
- Contract award date
- Council approval date
- Program Start date
#1) Bidding on Solicitations – It’s All In The Details

**B = Invitation For Bid:** Important Dates in the Solicitation

- **Cut off date** for written questions
- **Solicitation opening date**
  - *Allow sufficient time* to enter in each line item

- **Period of Contract**
  - *First day of the contract is the start date*
# Bidding on Solicitations – It’s All In The Details

**Scope of Services**

- **Background**
  - *Overview of the project*

- **Scope Details**
  - *Detailed specifics about the project*
  - *Expectations of vendor*
A = Request For Proposal

1. Read the format requirements **carefully**
2. Provide the information **in the specified order and in detail**
3. Create a single Word or PDF document
4. Additional information provided must be relevant to the project
5. The failure to include all elements **may result in the proposal being rejected**
Bidding on Solicitations – It’s All In The Details

B = Invitation For Bid

1. Carefully read and understand the terms up front as there is no negotiating or redlining items.

2. All contracts are fixed prices; no escalation of prices during the contract term.

3. Know the prices that need to be entered for each line item as those prices are entered directly into the system.

4. Avoid fatal bid errors that render a bid void:
   – Failure to sign the bid, bond or both
   – Bid is signed by an unauthorized person
   – Pricing is not stated
#1) **Bidding on Solicitations** – It’s All In The Details

**Submittal Requirements**

- All applicants must be registered in **Beacon**
- Proposals are submitted electronically within the **eProcurement** tool located in Beacon

- **A = For Requests For Proposal:** one electronic copy of the proposal must be submitted by the submission deadline
- **B = Invitation For Bid:** prices are entered for each line item

- Late proposals are **not accepted**
  - *Allow sufficient time for entering the information*
  - Consider entering proposals a day early as it may take longer than expected to enter the information
  - The system automatically locks proposals down at the deadline; there is no way to enter information after the proposal closes online

- All proposals become the property of the City of Pittsburgh
#1) Bidding on Solicitations — It’s All In The Details

General Terms & Conditions

Please: read the fine print!

WHY DOESN’T ANYONE EVER READ THE FINE PRINT?
#1) **Bidding on Solicitations** – It’s All In The Details

**A = Request For Proposals: What’s Next?**

1. Proposals are evaluated using *specific criteria*
2. Once a proposal is accepted contract negotiations begin
3. Successful respondents enter into a contract with the City of Pittsburgh
4. Work commences once the contract is fully executed; respondents will be notified in writing
#1) Bidding on Solicitations – It’s All In The Details

**B = Invitation For Bids: What’s Next?**

- Submitted bids are *automatically sealed*
- Contract is awarded to the *lowest responsible bidder*
- Contract consists of the terms and conditions in the solicitation, the specifications, and the general conditions and instructions to bidders
- Work commences on the first day of the contract stated in the solicitation
Session 2 Packet

1. City of Pittsburgh Submission Guide
2. Sample Standard City Contract
3. Sample Request For Proposal
4. Cover Letter Template
5. Sample Body of a Cover Letter
6. Resume Template
7. Capability Statement Template
**Effective Cover Letters:**

- Are customized and specific to the job posting
- Have a strong introductory paragraph
- List not only your skills relevant to the job, but the *impact* you’ve had
- End with a **call to action:**

  Ex. You’re excited to provide more information and you’re looking forward to speaking with them
Sample Body of a Cover Letter:

I submit this cover letter after careful research and interest to be considered a qualified candidate. I am well prepared and welcome the opportunity to present my professional skill set as it relates to the requirements to serve the City of Pittsburgh.

In striving for excellence, one must anticipate and promote change while staying current on industry trends. I have successfully demonstrated the ability to lead and communicate in a positive manner with my colleagues, stakeholders and clientele. I am familiar with funding budgets and capital formation along with drafting proposals.

I lead by example with the personal skills to evoke confidence from administrators and team members to create an effective organization.

This letter along with my resume, highlights the development areas which have been positively impacted throughout my career. As a knowledgeable candidate, during the interview process I will further discuss my qualifications to exceed the requirements of the solicitation.
#3) **The Resume** – Your Experience and Skills

**Contact Information** – include alternate ways to contact you such as LinkedIn or Facebook

**Profile Summary** – include 1-3 sentences providing a broad overview of your background, years in the industry and specific areas of interest

**Qualifications Summary** – provide details about certifications and qualifications you have including institution name and dates obtained
#3) The Resume – Your Experience and Skills

Ownership Experience – details from the last 10 years to current position using bullet points and brief sentences

Other Employment Experience – projects and work history that show career progression

Key Skills – incorporate keywords from job posting along with defining your specific skill set

Education/Licenses/Certifications/Relevant Training – degrees obtained, professional development, special certifications
Business References

• Include the following information:
  1. Contact’s name
  2. Phone number
  3. Email address
  4. Relevant dates of project
  5. Brief description of project

• Use business references **relevant to the project** you are bidding on

• Communicate with your references that you are using them as a reference for the project
#5) The Capability Statement

- A Capability Statement is a concise one-page document of your business competencies

- Consider it the resume for your business

- Create the Capability Statement in Word or another easily editable program so you can customize it depending on the targeted opportunity
#5) Capability Statement Key Components

**Core Competencies** - These are short introductory statements relating the company's core competencies to the agency's/industry’s specific needs. Use *key-words*. This is NOT everything a firm is able to do, but the *core expertise* of a firm, specifically related to the agency/industry this firm is engaging with.

**Past Performance** - List past customers for whom your firm has done similar work for. If the past projects do not relate to the targeted agency's/industry’s needs, do not list it.

**Differentiators** - A clear value statement detailing what makes you different from your competitors. A *succinct, clear statement that relates to the specific needs* is what will help the procurement and purchasing people, the program managers and end users understand why they should pick your firm over other competitors. Many companies fail to take this critical step.
Company Data

Include *one or two short sentences* with a company description detailing pertinent history. Include: *1) the size of your firm, 2) your revenue, 3) the number of employees you have, and 4) the typical geographic area you serve.*

- DUNS
- Socio-economic certifications: 8(a), HUB Zone, SDVOB, WBE etc.
- NAICS (all) Do not include code descriptions, just use the numbers
- CAGE Code
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number(s)

Contact information

- Name (a specific person)
- Address
- Phone (main and cell)
- Email (a personal company email)
- Website
#5) Capability Statement Helpful Tips

- A Capability Statement should show a firm's logo and other branding elements for recognition and be free of long paragraphs. Instead, use short sentences and bulleted lists for quick visual scanning.

- It is good to have a *general* capability statement.

- Create a *new* document for each agency/industry, prime or teaming opportunity. This way each Capability Statement has all the information it needs for that opportunity, and only the needed information.

- A Capability Statement is preferably only *one* page, *one* side. Go to two sides only if absolutely necessary.
Tip:
Include your company logo, if applicable, in your capability statement design.
Tip:
If your capability statement uses specific color schemes, be sure to use the colors in your company branding.
Tip:
Drop in some images of your jobs if it makes sense for the industry you are targeting.
2019 Capability Statement
Ruby's Painting is a locally owned, full service company that offers high quality painting and contracting projects. We will assist you through the entire process by helping you choose a design and/or colors that you will be happy with. Ruby's employs professional painters and contractors and prides ourselves with prompt, reliable service. We provide the care, cleanliness, and commitment to excellence that you expect from a painting company, and for your home or office.

Core Competencies
○ Commercial Painting ○ Flooring
○ Residential Painting ○ Cabinet Resurfacing
○ Exterior Painting ○ Privacy Fencing
○ Interior Painting ○ Pressure Washing
○ Wood Staining

Differentiators
○ Our level of perfection stand out on every project, due to our precise attention to detail
○ We offer low odor / low VOC “green” paints
○ We work off hours to accommodate our customer’s schedule
○ Small, family owned business which provides direct access to the owner and leadership team
○ We never miss a deadline

Company Data
◊ Established April 2016
◊ PA 124101
◊ EIN 81-3243944
◊ NAICS — 238320
◊ DUNS — 085170503
◊ BBB Rating — A+
◊ Accept all major credit cards

Clients
◊ Peoples—1/2019 ◊ ATI Steel Mill—1/2015
◊ Seubert Insurance—12/2017 ◊ Children’s Hospital—10/2014
◊ Heinz Field—7/2015 ◊ Sam’s Club—11/2013
◊ Duquesne Club—4/2018

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Request for Counseling

Send a request to receive SBDC consulting to: 
SBDC@innovation.pitt.edu

You will receive an email with a link for instructions.

Interested in Additional Training?
http://entrepreneur.pitt.edu/events/

@PittSBDC
Ready for Session 3

Tuesday October 20 at 8:30 am – 10 am

OR Wednesday 21 at 1 pm – 2:30 pm

Close the Deal: Presenting Your Presence

I. Interview process and preparation
II. Capacity to fulfill solicitation requirements
University of Pittsburgh QR Code