

Contract Connections Bids *for* PGH

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

Respond to Solicitations



University of Pittsburgh

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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

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

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:	
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 Dan Tobin 414 Grant Street Room 502 Office of Management and Budget Pittsburgh PA, 15219 United States Tel: 412-255-2458 Fax: daniel.tobin@pittsburghpa.gov
Contact Details:	If you have any questions, Please contact: Dan Tobin 414 Grant Street Room 502 Office of Management and Budget Pittsburgh PA, 15219 United States Tel: 412-255-2458 Fax: daniel.tobin@pittsburghpa.gov

#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

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*

#1) 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*

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

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**

#1) 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

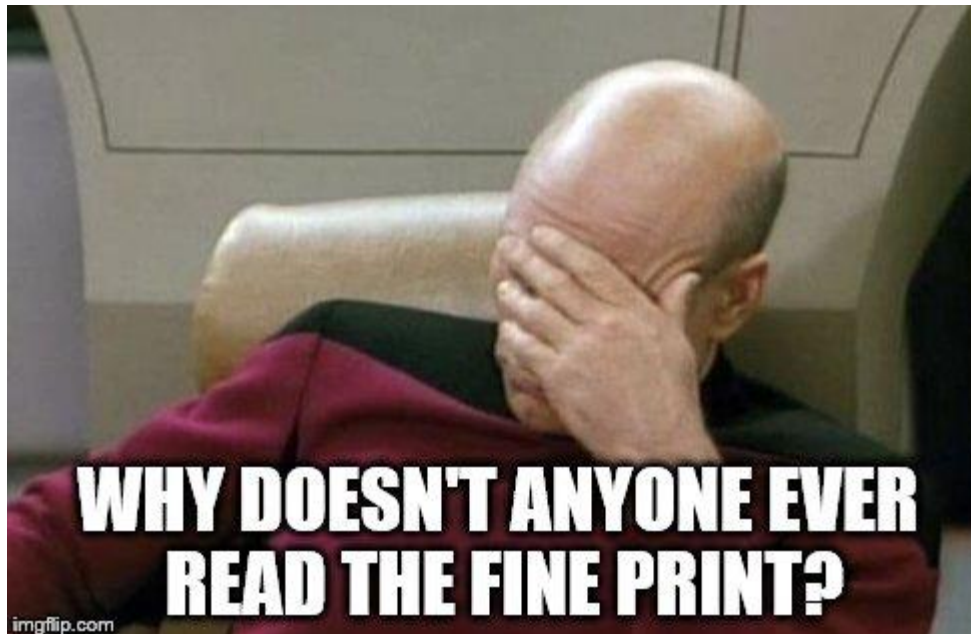
Submittal Requirements

- 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!**



#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

Cover Letter – Your First Introduction

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

#2) Cover Letter – Your First Introduction

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

#4) 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.

#5) Capability Statement Key Components

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.

Capability Statement

Your Logo Here

TargetGovTip: This is a content & design template. Show your logo and contact information, with a specific person's name, phone, and email.

Core Competencies:

Tailor your Capability Statement to reflect your audience. An example first sentence is, "[Your Company] is able to help the [Target Agency or Prime Contractor] in their requirement for [specific requirements]."

Short introduction statement relating the company's core competencies to the agency's specific needs followed by keyword heavy bullet points.

TargetGov Tip:

- No long paragraphs
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency mission or specific opportunity
- Call this document a Capability Statement
- Preferably, this Capability Statement is one page, one side
- Go to two sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint, or other format

Differentiators:

Identify what makes you different from your competitors and how this benefits the targeted agency.

TargetGov Tip: Relate your key differentiators to the needs of the agency, prime, or teaming partner.

Sample Differentiator Questions

- Why did your biggest customer want you?
- How and why is your company the best choice for the needs of this opportunity or agency?
- What is it about your services/products that make you stand out from the rest?

Past Performance:

List past customers for whom you have done similar work. Prioritize by related agency, to all federal to all other government to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list.

TargetGov Tip: Ideally, include specific contact information for immediate references. Include name, title, email, and phone.

Company Data:

Company History
One very brief paragraph of company description detailing pertinent facts.

TargetGovTip: Readers will visit your website for additional information. Make sure your website is constantly updated and government-focused.

List Specific Codes:

- DUNS
- Socio-economic certifications: 8(a), HUB Zone, SDVDB, etc.
- NAICS (All)
- CAGE Code
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number(s)
- Other federal contract vehicles
- BPAs and other federal contract numbers
- State contract Numbers

Your address, phone numbers (voice, mobile, and fax), email, website, and other related contact information

Tip:
If your capability statement uses specific color schemes, be sure to use the colors in your company branding.

COMPANY NAME

CAPABILITY STATEMENT

CAPABILITIES

Write a brief introduction of your company's core capabilities and provide a bulleted, keyword heavy list of your products and services. This should not be the full history of your company, or your mission and vision statements; rather, try to write a sentence or two that clearly articulates the products or services you provide.

- Capability 1
- Capability 2
- Capability 3
- Capability 4
- Capability 5
- Capability 6
- Capability 7
- Capability 8

DIFFERENTIATORS

The Differentiators section is your opportunity to clearly define what makes your company different from all the rest and to explain why it matters.

- Quantified example 1
- Quantified example 2
- Quantified example 3
- Quantified example 4
- Quantified example 5

PAST PERFORMANCE

Include a list of relevant projects/customers for which you have worked, as well as a very brief synopsis of the project. If possible, you should include the client's contact information, as well.

Client Name	Project	Contact Information
Client 1	Provided A and B over a period of XX years/months to address/resolve/improve X and Y.	Jane Doe, Director, 888-867-5309, jdoe@companya.com
Client 2	Developed and executed C and D utilizing H, I and J technologies.	Sally Doe, COR, 888-867-5309, sdoe@agency.gov
Client 3	Implemented this and that and continue to provide ongoing support and maintenance.	John Doe, CTO, 888-867-5309, jdoe@companyd.com

COMPANY DATA

- License Numbers
- Federal ID (TIN or EIN)
- Socio-economic certifications: 8(a), HUB Zone, SDVOB, MBE, etc.
- Industry Certifications: ISO, CMMI, etc.
- Relevant Codes (Just the numbers, not the description): NAICS, SIC, UNSPSC, CAGE, HIS, etc.
- GSA Schedule Contract Number
- Contract Vehicles
- Contract Numbers

Contact Name
Title
Phone:
Mobile:
Email:

www.yoururl.com

Corporate Office
Address 1
Address 2
City, State Zip

Tip:

Drop in some images of your jobs if it makes sense for the industry you are targeting.

Company Data

GPC LLC is a military construction contractor with over \$3.5 million in annual revenue and 20+ employees worldwide.

DUNS
625886952

NAICS Codes
237990
Other Heavy and Civil Engineering Construction

238160
Roofing Contractors

238320
Painting and Wall Covering Contractors

236210
Industrial Building Construction

236220
Commercial and Institutional Building Construction

238140
Masonry Contractors

238190
Other Foundation, Structure and Building Exterior Contractors

238310
Drywall and Insulation Contractors

238350
Finish Carpentry Contractors

238390
Other Building Finishing Contractors

332321
Metal Window and Door Manufacturing



Contact Information

Jason M. Howell
Managing Member
850-547-5020
jason@gpcllonline.com

Gulf Pacific

Contracting, LLC

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(tel) 850-547-5020 | (fax) 850-547-5022
www.gpcllonline.com

Offering Solutions To Those Who Support Our Freedom

CAPABILITY STATEMENT

Capabilities

Experts in:

- Restoration of masonry (sand blasting, caulking, tuckpointing and painting), marine construction, renovation/rehabilitation, historical restoration, roofing coating, HVAC, installation of overhead doors, fire proofing, protective coating application, and painting IDIQ contracts.
- Extensive experience in site and concrete construction including earthwork, site utilities, site concrete and structural concrete.

Differentiators

Leading the way...

- Gulf Pacific Contracting excels in structural and vertical construction projects for the military. Our experience with the Military's system of inspections and standards will allow for an easy integration and immediate performance.
- We maintain a robust safety program as evidenced by a record of zero lost-time injuries since our inception. Further, we currently enjoy an "EMR" rating of 1.00.
- We will demonstrate that we are the professionals who represent outstanding service and dedication. We will set the "example" with every task to be deemed "Preferred" when it comes to the next contracting decision.



Past Performances

High Customer Satisfaction!

- Repeat business from the National Park Service, NAVFAC Southeast, United States Air Force, United States Coast Guard and United States Marine Corps.
- Multiple projects completed at NAS Key West, Tyndall AFB, Whiting Field, Marine Corps Logistics Base (Albany), Robins AFB, NCBC Gulfport and Stennis Space Center.
- Excellent relationships with all subcontractors.
- We deliver on time and within budget at a fair and reasonable cost.

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
- ◇ PNC Park—3/2016 ◇ Wal Mart—11/2013
- ◇ Heinz Field—7/2015 ◇ Sam's Club—11/2013
- ◇ Duquesne Club—4/2018

Contact Information

Ruby's Painting & Contracting Services, LLC
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818 Broadway Street
East McKeesport, PA 15035
(412) 721-6925
Email: rubyspainting412@gmail.com
www.rubyspaintingcontracting.com

Social Media

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- ◇ Linked In—Morish Wilson



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www.wilkecpa.com

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/>



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

