

APPROACHES TO CONTRACTING WITH MILWAUKEE COUNTY: Maximizing Your Efforts

Presented by:

Milwaukee County

*Community Business Development Partners
Department (CBDP)*



**Approaches to Contracting
with Milwaukee County**

What the County Does



**Approaches to Contracting
with Milwaukee County**

- **Airports**
- **Architectural and Design Services**
- **Risk Management Services**
- **Translation and Interpretation**
- **Janitorial and Housekeeping Service**
- **Public Works Projects**
- **Engineering**
- **Legal Services**
- **Construction Management**
- **Marketing and Public Outreach**
- **Food and Vending Service**
- **Security Services**
- **Parks**

Visit the County website @ www.county.milwaukee.gov



Approaches to Contracting with Milwaukee County

How It's Done

- **Decentralized Procurement**
 - Each department, or individual division, is capable of making purchases or purchasing decisions based upon budget allocation



County Procurement Guidelines

Advantage System Purchasing Dollar Thresholds

Discretionary: \$2,000 - \$10,000 buyer can use phone bids – one bid required.

Open Market: \$10,000 - \$25,000 must seek 3 quotes

Informal: \$25,000 - \$50,000 sealed bid issued to all known vendors

Formal: \$50,000+ requires an advertised sealed bid.

Negotiated Purchases – Request for Proposal (RFP)



- ❖ **NOTE: Buyer must document effort to solicit Disadvantage Business Enterprise(s) at all threshold levels.**



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What the County Needs

- **Check the web for listings**
 - <http://county.milwaukee.gov/bop>
 - <http://county.milwaukee.gov/PendingBidsQuotesand7951.htm>
 - <http://www.mitchellairport.com/airport-information/business-opportunities/>
 - <http://www.ridemcts.com/Doing-Business-With-MCTS/Bids-and-Specifications/>
 - http://county.milwaukee.gov/DHHS_bids



First Steps for YOU!

BECOMING A REGISTERED VENDOR

- **Procurement Division's Vendor Registration**
 - <http://county.milwaukee.gov/ImageLibrary/Groups/cntyDAS/Procurement/VendorapplicationandENotifyins.pdf>
 - **Milwaukee Transport Services**
 - <http://www.ridemcts.com/Doing-Business-With-MCTS/Vendor-Registration/>
- * Check with departments to determine what listings are available



First Steps for YOU!

BECOMING A QUALIFIED CONTRACTOR

- **Submit a completed Qualified Contractor Statement**
 - <http://county.milwaukee.gov/ConstructionBidsandR23075/Contractor-Qualification-State.htm>
- * File with County Clerk at least five (5) days prior to bid opening



First Steps for YOU!

BECOMING AN ANNUAL CONSULTANT

- **Complete an Annual Consultant Agreement**
- **Annual Consultant Listing**
 - Applications available late December, early January



Bids & Proposals

- **Locate contracting opportunities on the web**
- **Research contract history**
- **Attend pre-submission meeting, if offered**
- **Prepare bid/proposal per specifications**
- **Submit prior to deadline**



Win Lose or Draw

Acceptance

- **Verify all necessary insurance and bonding is in place**
- **Define project schedule and delivery**
- **Clarify areas of concern during project kickoff**
- **Maintain contact w/ PM and share feedback**

Non-Acceptance

- **Obtain bid summary and review results**
- **Request a debriefing**
- **Learn procedures and requirements to protest an award**



Follow the Dollars (Budget)

- **Learn the Budget cycle and process**
- **Learn about future projects through published forecasts**
- **Research contracts, services and projects currently underway**



Certification as a Marketing Tool

- Describe business in industry specific terms and
- Learn how Project Managers use directories
- Include all relevant NAICS codes

