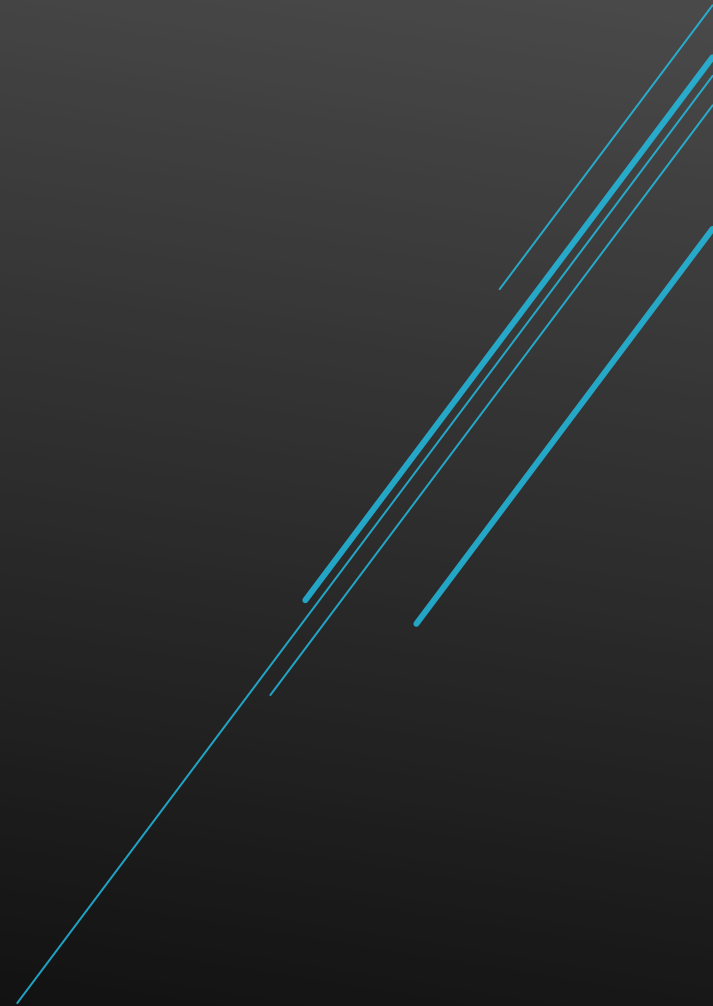


# SOLICITATIONS AND BID DOCUMENTS



# UNDERSTANDING PURCHASING PROTOCOL



# FEDERAL PURCHASING

## Procurements valued

<\$2,000-\$10,000\* GPC Card  
<\$25,000 3 quotes needed

## Procurements valued \$25,000-\$250,000

### #1

Small business set-aside, which includes HUBZone or 8(a) or SDVO or ED/WOSB

### #2

Full and open competition (unrestricted; not set-aside if no small businesses available)

## Procurements valued Over \$250,000

### #1

Consider HUBZone or 8(a) or SDVO or ED/WOSB first

### #2

Small business set-aside

### #3

Full and open competition (unrestricted; not set-aside if no small businesses available)

## Micropurchases (GPC card purchases):

<\$2,000 construction, <\$2,500 services, <\$10,000 commodities

\*Needs from those amounts up to \$25,000: requires three quotes only\*

# LA PUBLIC BID LAW TITLE 38 STATE AND LOCAL PURCHASING

## **MATERIALS AND SERVICES**

Purchase card <\$1k

Informal Bids “Prudent Person Standard” \$1k-\$10k

3 Quotes \$10k-\$30k

Sealed Bids >\$30k

## **\*CONSTRUCTION/Public Works**

threshold \$250,000

less than < “informal bids” (pick and choose)

*variable posting time*

more than > sealed bids (competitive)

*posted 28 days 3x*

SBA Woman-owned Small Business

SBA Economically-disadvantaged Woman-owned Small Business

SBA Small Disadvantaged Business

SBA Service-disabled Veteran-owned Small Business

SBA HUBZone

SBA 8(a) Program

VA CVE

LaDOTD DBE & SBE

Opportunity Caddo

City of Shreveport Fair Share

Minority Business Enterprise (MBE) - \$\$\$

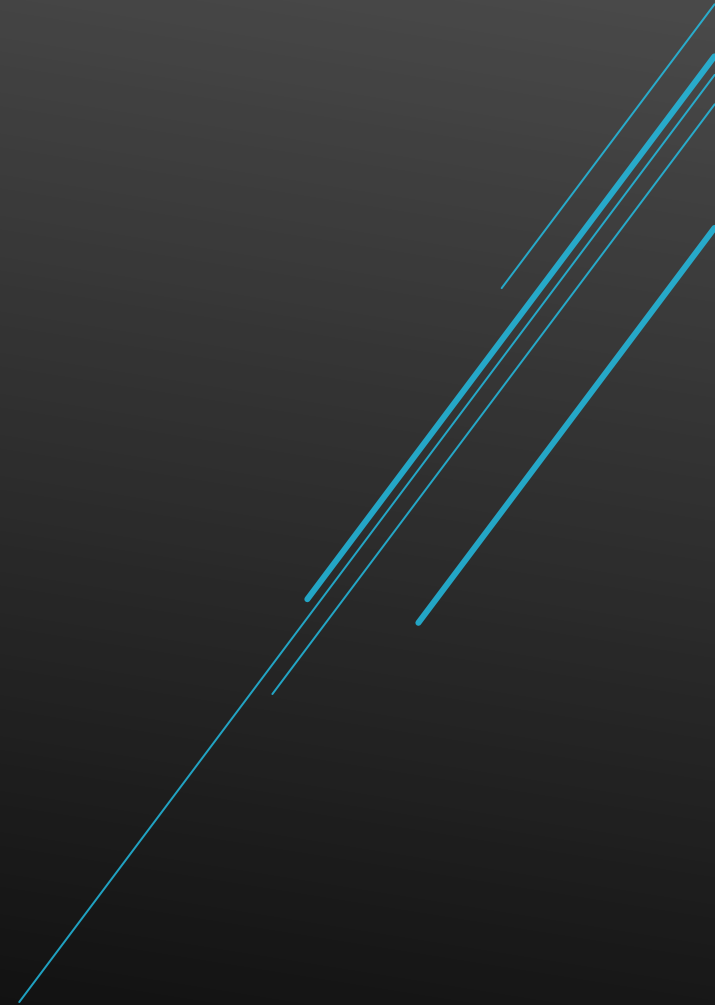
Women's Business Enterprise (WBE) - \$\$\$

CERTIFICATIONS AVAILABLE

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SOLICITATIONS

COMMON TYPES





# COMMON TERMS

- Solicitation
- Request for Quote (RFQ)
- Request for Proposal (RFP)
- Invitation for Bid (IFB)/Invitation to Bid (ITB)
- Request for Statement of Qualifications (RFS)
- Pre-Solicitation Notice (PSN)
- Sources Sought Notice (RFI)
- Solicitation Modification – no change
- Amendment – change or cancellation
- Combined Synopsis/Solicitation
- Award Notice

- Bid package is a set of documents that a bidder uses to develop a proposal
- Solicitations used by the government typically come as a –
  - Request for Quote (RFQ)
  - Request for Proposal (RFP)
  - Invitation for/to Bid (IFB or ITB)
  - \*Sources Sought (RFI)

# SOLICITATIONS



- Bid Opening Date, Time, and Location
- Site visit information (is it mandatory?)
- Statement of Work
- Evaluation Factors (i.e., Past Performance)
- Required registrations/certifications
- Q&A
- Attachments
- Instructions for submission
- Number of copies to submit
- Bonding and insurance requirements

THINGS TO PAY ATTENTION TO...

SAM

LAPAC

LaDoTD

BidSync

BidExpress

PTAC Bid Matching Program

PROCUREMENT  
WEBSITES

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## Bid #RFP 21-804 - Weed and Vegetation

### Control Abatement Spraying Season

City of Shreveport, LA Time left: 36 days, 5 hrs

Bid started: Feb 05, 2021 9:56:33 AM CST

Bid ends: Mar 18, 2021 3:00:00 PM CDT

[How do I place an offer?](#)

Notifications are OFF



With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this Bid](#)

[Download Bid Packet](#)

[Add to My bids](#)

Details Documents Line items Q&A Vendor ads

### Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season



Time started: Feb 05, 2021 9:56:33 AM CST  
Bid contact: [See contact information](#)  
Issuing agency: City of Shreveport, LA [See other Bids by this agency](#)  
Bid Comments: To place a proposal digitally, please review the attached RFP document. Then click "Place Offer" where you will be prompted to upload attachments on the Right Hand side of the page.

Please deliver paper responses to:

City of Shreveport  
Office of the Purchasing Agent  
505 Travis Street, Suite 610  
Shreveport, LA 71130-1109

If you download the RFP packet with intention of submitting a proposal, please contact the buyer via email [dereka.abner@shreveportla.gov](mailto:dereka.abner@shreveportla.gov), phone 318-673-5455 or fax 318-673-5408 to be added to the plan holders list. Include your company name, address, e-mail, phone and fax numbers.

Description: RFP 21-804 Weed and Vegetation Control Abatement Spraying Season  
Delivery location: No Location Specified  
Classification codes: [View classification codes](#)  
Contract duration: One Time Purchase  
Contract renewal: 1 annual renewal  
Prices good for: 45 days  
Estimated Amount: \$200,000.00  
Regions: [View regions](#)

[Vendor viewed report](#)

[Place offer](#)

[Place "No bid"](#)

# BidSync

# PTAC MONTHLY TRAINING AND ONE-ON-ONE COUNSELING

Introduction to  
Government  
Contracting

SAM/DSBS  
Registrations

Certifications for  
Set-Asides

How to Get a GSA  
Schedule

Understanding and  
Locating  
Solicitations

Proposal Writing

Teaming and  
JV Arrangements

Marketing

SBIR/STTR for  
Research and  
Development

Cybersecurity

Contracting During  
Disasters/Doing  
Business with FEMA

AND MORE!

[nwlaptac.org/events](http://nwlaptac.org/events)

# FOR ASSISTANCE CONTACT:

**Jennifer Whittington, CAS, CPP**

*Contract Specialist*

*Certified Verification Counselor CVE*

318-677-2530

[jennifer@shreveportchamber.org](mailto:jennifer@shreveportchamber.org)

[www.nwlaptac.org](http://www.nwlaptac.org)

**NWLA PTAC services are  
free of charge**