SOLICITATIONS AND BID DOCUMENTS

Procurement Technical Assistance Center
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
<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
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<tbody>
<tr>
<td>SBA Woman-owned Small Business</td>
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<tr>
<td>SBA Economically-disadvantaged Woman-owned Small Business</td>
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<tr>
<td>SBA Small Disadvantaged Business</td>
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<tr>
<td>SBA Service-disabled Veteran-owned Small Business</td>
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<tr>
<td>SBA HUBZone</td>
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<td>SBA 8(a) Program</td>
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<td>VA CVE</td>
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<td>LaDOTD DBE &amp; SBE</td>
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<td>Opportunity Caddo</td>
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<td>City of Shreveport Fair Share</td>
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<td>Minority Business Enterprise (MBE) - $$$</td>
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<td>Women's Business Enterprise (WBE) - $$$</td>
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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)
• 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
Bid Sync

Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season
City of Shreveport, LA

Bid started: Feb 05, 2021 9:56:33 AM CST
Bid ends: Mar 18, 2021 3:00:00 PM CDT

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 aton @shreveportla.gov or phone 318-673-5490 to be added to the plan holders list. Include your company name, address, e-mail, phone and fax number.

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

Place offer Place "No bid"
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!
FOR ASSISTANCE CONTACT:

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Certified Verification Counselor CVE

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jennifer@shreveportchamber.org

www.nwlaptac.org

NWLA PTAC services are free of charge