

Procurement Opportunities for Doing Business with The City of Baltimore

Expanding Contract Opportunities in The City of Baltimore



Information & Technology Contracts Current and Future

**PRESENTED BY: TODD CARTER
CHIEF INFORMATION OFFICER
BALTIMORE CITY INFORMATION AND TECHNOLOGY**



Mayor Brandon Scott's Action Plan for Baltimore



**Responsible
Stewardship of
City Resources**



**Building
Public Safety**



**Prioritizing
Youth**



**Building
Public Safety**



**Clean and
Healthy
Communities**

Mayor Scott's Action Plan for Baltimore



**Responsible
Stewardship of City
Resources**

Minority and Women-Owned Business Enterprises are a Valued Resource In Baltimore City

- 1** Increase the Number of City-Certified Minority- and Women-Owned Business Enterprises (MBE/WBE)
- 2** Promote Opportunities for MBE/WBE's
- 3** Diversify & Strengthen Supply Chains of Goods and Services
- 4** Benchmark And Track This MBE/WBE Data

Overview of IT Contracts and Initiatives

- **MBE/WBE Goals will be applicable on contracts in excess of \$50,000**
- **Breaking down larger projects to increase opportunities for smaller firms**
- **Leveraging City's buying power to increase prime contractor use of City-certified MBE/WBE's**

Values

- **Innovation & Excellence**
- **Customer Focus**
- **Accountability & Credibility**
- **Respect & Inclusion**
- **Efficiency**
- **Safety**

MISSION

Provide sustainable infrastructure and technology to support and enhance City agencies, communities, and businesses, to meet City and mayoral goals.

VISION

Over the next decade engage all City agencies, businesses, and residents to design, build, and implement technology that creates a safe, thriving, and smart City.



Public-Facing Services

- 311 call center
- Applications
- Broadband
- CitiWatch CCTV
- Data & Mapping (GIS)
- Digital equity
- Emergency comms & dispatch
- Open Baltimore
- Web services



Core IT Services

- Application development
- Cloud services
- Database management
- Fiber management
- Information security
- Mainframe computing



City Employee Services

- Microsoft 365 suite
- Network & wireless access
- PC support & engineering
- Remote & hybrid work support
- Service Desk



BCIT Administration

- Change management
- Financial management
- Human Resources
- IT contracts
- Staff development
- Project management



New City Initiatives with IT Needs 2024-2025

INFRASTRUCTURE

Help Desk/End User
Support

Municipal Wi-Fi
Network

Document Imaging and
Workflow

APPLICATIONS

Property Tax
Management System

Dashboarding
and Analytics

Permitting/Code
Enforcement

Towing
Management/Dispatch
Towing (CAD)

STAFFING

Project
Managers

Application
Developers/Architects

Infrastructure
Engineers/Analyst

Mainframe
Developers

Business Analyst

New City IT Initiatives – Competitive Opportunities

INFRASTRUCTURE

External Access Points
Installation and Support
FY23 Q4

Internet Service Provider
FY23 Q4

800 MHz Radio Equipment
(unbundled services)
FY24 Q1

APPLICATIONS

Mainframe Migration
and Support Renewal
FY24 Q1

Electronic Medical
Records System
TBD

Law Enforcement
Group Messaging
Services
TBD

Document Imaging and
Workflow
FY24 Q2

HARDWARE

PC Hardware and
Configuration Services
Fy23 Q4

Hybrid Meeting Installation
& Support
Fy24 Q2

Estimated timeframe for advertising opportunity in italics

Questions?

Baltimore City MBE/WBE Program Overview

**PRESENTED BY: CHRISTOPHER R. LUNDY, ESQ.
MWBOO CHIEF**



City Code Article 5, Subtitle 28

- ❖ **MWBOO oversees compliance with Subtitle 28 the Minority & Women's Business Program (MWB Program) and Small Local Business Enterprises.**
- ❖ **This subtitle applies to all contracts awarded by the City. Article 5, § 28-4.**
- ❖ **The program works to remedy past discrimination in the City's contracting process by prime contractors against minority and women's business enterprises.**
- ❖ **This has resulted in the significant underutilization of minority and women's business enterprises in contracts awarded by the City in the major contracting markets: construction, commodities, architectural, engineering, and professional services.**

What are MBE's & WBE's?

- ❖ A Minority Business Enterprise (MBE) is defined as a business enterprise owned and controlled by an African-American, Hispanic-American, Asian-American, or Native-American.
- ❖ A Women's Business Enterprise (WBE) is defined as a business enterprise owned and controlled by a woman, which includes non-minority women, as well as women who are part of any of the above-mentioned minority groups (MBE/WBE).
- ❖ Non-profits are currently ineligible for certification. The Code defines business enterprise as a legal entity operated for profit

Annual Participation Goals



MBE 27%

WBE 10%

- ❖ **These goals are not universally applicable.**
- ❖ **Each contract over \$50,000 is reviewed for MBE/WBE contract participation goals.**
- ❖ **Goals are based upon the availability of certified MBE/WBEs to provide the contract goods and/or services.**

CERTIFICATION CLASSIFICATIONS

- ❖ A company can be certified as MBE, WBE, or both (MBE/WBE).
- ❖ However, the participation of a M/WBE is limited to either the MBE or WBE goal on a single contract.
- ❖ When being used to achieve the MBE or WBE participation goals on a contract, the MBE or WBE is not allowed to subcontract more than 10% of the dollar amount of services to be performed under the contract to another company.
- ❖ You will be certified for the specific services reflected by the North American Industrial Classifications Systems (NAICS) Codes that you indicate in your application.

MBE/WBE Certification Application Criteria

- ❖ The minority and/or women must own at least 51% of the company and have operational and managerial control
- ❖ Be an independent, operating, small business
- ❖ Have been in operation for at least 12 months before applying for certification
- ❖ Have been minority or women-owned for at least 12 months before applying for certification
- ❖ Have an operating office in the Baltimore City Market Area

Baltimore Market Area

- ❖ The Baltimore Market Area is currently defined as Baltimore City and the Counties that surround it.

- ❖ Baltimore Market Area includes the following areas:
 - Baltimore City
 - Baltimore County
 - Anne Arundel County
 - Carroll County
 - Harford County
 - Howard County
 - Queen Anne's County

APPLICATION TIMEFRAME

- ❖ You can now complete the entire application and submit it via the website.
- ❖ You must provide all of the listed documentation. Any missing documentation will delay this process!
- ❖ Please allow 90 days for processing, review, and investigation of your application.
- ❖ Once approved, certification is valid for two years.
- ❖ Remember when being used to achieve the goals, you **MUST** be certified to provide the services being performed on the contract!
- ❖ Please Note: **CERTIFICATION IS NOT A GUARANTEE OF BUSINESS! YOU MUST MARKET YOUR OWN COMPANY!**

Post Certification

1

Seek out
work on
City
contracts

2

Read the
MBE/WBE &
Prime
Contractor's
Statement of
Intent document
closely. DO
NOT sign
incomplete
contract
documents.

3

All substitutions,
additions, &
changes in
utilization must
be submitted &
approved by
MWBOO.

4

Keep your
information
current
(especially your
email address) &
contact
MWBOO if you
need guidance.

When to Contact MWBOO?

- ❖ If you encounter any issues
- ❖ Need help identifying MBE/WBE subcontractors
- ❖ Need subcontractor additions, substitutions, or modifications
- ❖ Have any MBE/WBE questions or concerns pre- or post-award of a contract.



Website

<https://law.baltimorecity.gov/mwboo>

FAQ

<https://law.baltimorecity.gov/mwboo-faq>

Certification

<https://baltimorecity.diversitycompliance.com/>

- Submit all questions via “Contact MWBOO”, apply for or renew your certification, request for additions/substitutions, update contact information, or submit a post-award Statement of Intent

Questions?

How To Do Business with Baltimore City: Goods and Services

**PRESENTER: TONY REED, CPPO, PMP, NIGP-CPP, CSM
STRATEGIC PLANNING & OPERATIONS MANAGER**

Adam Manne, CPPO
Chief Procurement Officer

Bolu Oluwasuji, CPPO, PMP, NIGP-CPP, CSM
Acting Deputy Chief Procurement Officer



Identifying Contracting Opportunities

- Workday - [Current Bid Opportunities/](#)
- Workday Registration - [Doing Business with the City](#)
- Workday is the centralized procurement system for Baltimore City for all goods or services other than public works or A&E services.
 - The State, and other Maryland jurisdictions also post on the procurement website of the State of Maryland:
 - Search For: [eMaryland Marketplace Advantage \(eMMA\)](#)
 - Procurement website:
 - [Bureau of Procurement \(baltimorecity.gov\)](#)
- Opportunities are also posted in newspapers (The Sun, Daily Record, Afro-American)

Identifying Contracting Opportunities

- Workday Registration
 - Allows you to view bidding opportunities, and submit electronic bids
 - Allows you to search current contracts
 - You can select appropriate Spend Category for automatic notifications
 - You can readily see whether a contract includes M/WBE subcontracting goals
- New self-reported MBE/WBE/DBE/SBE certification categories are available when creating a profile
- If you were already registered, and were in the MWBOO Directory, we updated your profile already.

<https://procurement.baltimorecity.gov>

- Contains Contract List, updated quarterly
 - Searchable by contract name, agency
 - Includes full contract length and value (upset limit) to date
 - Includes whether the contract includes subcontracting goals
- How to do Business with the City of Baltimore
 - <https://procurement.baltimorecity.gov/doing-business-city>

Procurement Methods

- ❖ Invitation for Bid (IFB) – This method is used to invite suppliers to bid on specific commodities or services, which will be awarded to the responsive and responsible bidder based on price alone.
- ❖ Request for Proposal (RFP) – This method is used to invite suppliers to submit proposals and prices for less specific or more complicated requirements, and the award is made based on a combination of technical scores, and price score. This is usually done in two steps, with the Board opening prices of selected vendors.
- ❖ Both of these are commonly referred to as “Solicitations” or “Bids” and are listed on Workday with a RFQ number such as RFQ-000XXX. If the Bid # does not start with a RFQ, then it is not a bid in Workday.

Informal or Formal?

Informal - \$50,000 or less

- ❖ Requires electronic posting and electronic bidding
- ❖ \$25,000 or less. The City Purchasing Agent has authority to approve.
- ❖ \$25,001 to \$50,000, the Board of Estimates approval is required.

Formal – more than \$50,000

- ❖ Requires formal advertisement in local newspapers in addition to electronic posting.
- ❖ Bids or proposals must be submitted on paper to the Board of Estimates, and opened publicly.
- ❖ All awards are made by the Board of Estimates

What if I have Questions During the Solicitation Process

- ❖ About specifications or scope of work?
 - The instructions for Q&A is included in the solicitation
 - The buyer will discuss with the using agency and respond back to you
 - An addendum will be issued on Workday if the answer requires the specifications to change.

- ❖ About terms and conditions?
 - Email the Buyer who is listed on the solicitation.
 - Contact the Workday Helpdesk at workdaysuppliers@baltimorecity.gov or at 443-984-1000.

What If I Only Offer Similar Products?

- If the City is buying goods such as equipment, materials, consumables, etc., a brand name may be included as an example.
- The City encourages competition by allowing bidders to submit alternative products to the brand named.
- If the City will not accept substitutions of the brand listed, the solicitation will say “No Substitution Allowed” or similar language.
- If a bidder submits pricing on a different, but similar product, the bidder must clearly state what product is offered and list the specifications, in order to allow the City to evaluate it.
- Whether a product is considered as meeting the specification is solely the City’s decision.
- Failure to provide sufficient information about the offered substitute in the bid may result in a rejection as non-responsive.
- If the product is not equal to the requested product the bid will be rejected as non-responsive.

What Are The Usual Mistakes?

- Attempting to change the specs or terms & conditions
- Taking an exception without first receiving approval from the City Purchasing Agent
- Failure to sign all addenda
- Failure to fill out all required pricing
- Failure to have authorized signatures on both the Bid Affidavit and the Bid Sheet
- Failure to clearly state the firm's experience and qualifications, or provide sufficient positive references
- The Statement of Intent (Participation Affidavit) must be signed by the Prime and the MBE/WBE subcontractor. Failure will result in the bid or proposal being determined non-responsive

What If I Don't Get the Award?



- After award, request a debriefing with the buyer. The buyer may discuss any deficiencies found in your bid but cannot give information about the other bidders.
- Review the documents of successful bidders. These are available from the Board of Estimates or with a written request to the buyer. Copying may require payment of a fee, but documents can be viewed at no cost.
- Determine what you could have done differently.
- Mark the date for the next bid.

What If I Do Get the Award?

- Never deviate from the express terms of the contract without prior approval
- Never perform work based upon verbal requests from City employees (unless allowed for emergency requests, clearly stated in the Contract)
- A Supplier contract (SCON) will be issued to you in Workday which will show the summary of the contract. The start and end date, the amount of the contract, the line items etc.
- Always wait for a Purchase Order to be issued for individual tasks in case of a requirement contracts.
- Document as much as you reasonably can about your performance, and make sure you know how to report, resolve, and escalate issues
- Stay actively involved in the project you are awarded
- Consider the risks associated with the contact and plan for the unexpected.

Questions?

OFFICE OF BOARDS AND COMMISSIONS (OBC)

**PRESENTED BY: DEENA JOYCE, CHIEF
DEPARTMENT OF PUBLIC WORKS (DPW) OFFICE OF
BOARDS AND COMMISSIONS (OBC)**



Who We Are

- OBC's Prequalification is a unique process that functions under the City of Baltimore's Charter and serves as an Administrative Arm to the Board of Estimates.
- OBC is housed under DPW and our vision is *"To be a strong proponent and protector of our environment and the health and vitality of our communities"*.
- OBC's goal is to provide continuous support to all City Agencies. We engage new firms to contract with the city while supporting the Mayor's vision to rebuild Baltimore.

What We Do

- **Prequalify** Consultants, Contractors and other firms in related items
- Service **ALL** City Agencies and External and Internal Customers
- Process Applications
 - Consultants Standard Federal (SF) Form 254
 - Contractors (Contractor's Questionnaire)
- Compliance
- Oversees Performance Evaluations
- **Advertise** Projects for **ALL** City Agencies
- **Administer Architecture Engineer Awards Commission (AEAC)**
- **Outreach**
- Oversee DPW's **Small Business Development (SBD)** Training Program

External & Internal Customers

Baltimore City User-Agencies Request for Need (services)

Department of General Services
(DGS)

Department of Public Works
(DPW)

Department of Recreation and
Parks (BCRP) and

Department of Transportation
(DOT)

Consultant / Contractor Firm(s) Based on Category of Work

Design Consultant and A&E Firms:
Architecture, Construction Management,
Engineering, Land Surveying,
Property Line Surveying and Surveying.
Note: Other's must provide category not
listed (line 8)

Construction Contracting Firms:
Services Include:
Building Construction, Construction
Management, Road Construction,
Electrical, Hauling, Heating, Plumbing,
Sewer and Water Utilities, and more.

Prequalification

- All Design to Construction related Consultants and Contractors bidding to perform services of \$50,000 or more.
- Firms must be prequalified by The Office of Boards and Commissions (OBC).

Application Process

- A firm's Complete application must be submitted and approved to become prequalified.
- OBC reviews a firm's information to ensure they are capable to self-perform, have the technical and financial capacity to perform work for the City.

CONSULTANTS: Application Process

Annual Financial Statement. NOT REQUIRED CURRENTLY

Complete Standard Form 254

Department of Assessments and Taxation (SDAT) "Good Standing".

Project List for requested Category Codes (w/contact names/numbers).

Professional Licensed Engineer registered in State of Maryland.

Other Categories must be provided and can be listed (line 8)

References Required

Consultants Certificate of Prequalification is for 1 year.

CONTRACTORS: Application Process

Completed Applicant Questionnaire with ALL requested category codes.

Approved Affirmative Action Plan.

Most Recent Annual Financial Statement.

Current Equipment List.

Required licenses for requested categories of services.

Notarized Affidavits.

Project list (w/contact name/numbers) and References are required

Contractors Certificate of Prequalification is for 1 year.

Examples of Review Process

Consultant/Contract
or
Application Review

- Review Contractor/Consultant file and correspond with applicants as necessary.
 - Check Financials and Required Documentation
 - Validate Licenses / Check References / Contractor Equipment

Verification of
SDAT
Evaluation Review

- Verify State Department of Assessments & Taxation (SDAT)
 - Firm must be in Good Standing with the State of MD

Verification of
Compliance
Evaluation Review

- Verify Performance Evaluations of a firm
 - Ensuring satisfactory work is being performed.

Category Verification
Review

- Verify documentation by category
 - Category codes requested must reflect references submitted for application

Self- Performance and
Experience

- Verify that the firm self performs work for categories requested. Confirms 3 of 5 references provided.

Performance Evaluations

- Consultants and Contractors performance on City Contracts are evaluated by User Agencies Project Managers' (PM)/staff quarterly (every three (3) months), or dependent of the length of the project.
- Unsatisfactory performance can affect a firms prequalification status.

Performance Scores:

100 - 90	Excellent
89 - 77	Good
76 - 70	Marginal
69 or less	Unsatisfactory

Examples of Disqualification Factors

The following actions can lead to disqualification of a firms Prequalified Status - Not to exceed two (2) years; or Fine not to exceed \$1,000

- Submission of falsified or inaccurate financial or experience statements.
- Failure to maintain satisfactory performance.
- Conviction of bribery, extortion, fraud, or similar malfeasance.
- Failure to pay subcontractors and/or suppliers.
- Having 2 or more bids rejected within a one (1) year period due to non-compliance with bidding requirements.
- Working on City projects without being prequalified to work for the City.

All factors listed can lead to disqualification, revocation, and or suspension of prequalification status.

Advertisement of Projects

OBC Advertises Projects 4 Newspapers

- Afro
- Daily Record
- Baltimore Sun
- Baltimore Times
- OBC's Website
- eMarylandMarketplaceAdvantage (eMMA)
- Maryland Washington Minority Companies Association (MWMCA)

AEAC Process

Architecture Engineering Awards Commission (AEAC) Meeting

- Quarterly Meetings (unless necessary)
- Selected Firm(s) by the End-User Agency for Project
- Placed on the AEAC Agenda
- Voted on by the AEAC Commissioner's
- Commissioner's provide approval to the End-User to start competitive negotiations

Outreach

- Annually since 2018 –
- Goal is to bring viable firms into the City's Contracting Process and create competition to drive down costs.
- Bridges the gap with subcontractors, S/M/WBE.
- Affords firms and subcontractors an opportunity to share their services to Prime Consultants and Contractors.
- Affords S/M/WBEs firms an opportunity to potentially do business with the City
- Learn about DPW and other City Agencies upcoming contracting opportunities

DPW's Small Business Development (SBD) Training Program

The City of Baltimore's DPW-SBD 8th Training Program

Program Accomplishments:

More than \$3 million in contract awards

Partnerships with stakeholder organizations

- 329 Total Graduates (over seven years)
- 80 Currently Interested in this year's cohort
- 10 Signed up and enrolled

Robust learning to assist businesses participation in City contracting

Our intentional efforts focuses on the following Curriculum

- Basic Blueprint Reading
- Bonding
- Business Plan Development
- Construction Best Practices
- Construction Cost Accounting
- Contract Administration
- Engineering Best Practices
- Estimating & Bidding
- M/WBE Certification
- Prequalification
- Project Management
- Proven Marketing Strategies
- OSHA 10 Hour Certification

**Contact OBC to begin your partnership with the City.
All firms are Welcome!**



Office of Boards and Commissions (OBC)
4 South Frederick St., 4th Floor

OBC.Contractors@baltimorecity.gov

OBC.Consultants@baltimorecity.gov

410.396.6883

Questions?

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