

# Tips for Success-Supplier Info

- ▶ Register in Nevada Government eMarketplace (NGEM)
- ▶ Select correct commodity- this drives bid opportunities you will be notified about.
- ▶ Select correct business type: Women, Minority, Disabled Veteran, etc. Select only what applies to your business. This is what's used for the CLV Diverse Business Directory.
- ▶ Keep your information in NGEM up to date, emails, phone numbers, contacts.
- ▶ Can have multiple contacts in NGEM.
- ▶ Contact purchasing if you have questions or difficulty updating NGEM.

# Tips for Success-Bid Opportunities

- ▶ Check NGEM regularly.
- ▶ If there's a project you are interested in, if a Pre-bid/Pre-proposal meeting is offered, attend it.
- ▶ If there's a bigger project you are interested in, attend Pre-bid/Pre-Proposal meeting, look at planholders list and reach out to them for potential subcontractor opportunities.
- ▶ If you have any questions about bid submission process, attend the training that is offered on every bid and/or contact the Purchasing Representative listed on the Event Details Tab in NGEM.
- ▶ Submit your Capabilities Statement to Purchasing & Contracts to pass on to correct person/department within the City.

# Tips For Success - Bid/RFP Submission

**READ  
DOCUMENTS  
CAREFULLY AND  
COMPLETELY**

- ▶ Check the time, date, and method for submission.
- ▶ Know the submittal deadline.
- ▶ Note who to call or email for questions. Contact your Purchasing Representative.
- ▶ Most proposals/bids that are rejected did not provide all requested information.
- ▶ Make sure you can meet requirements (deductibles, endorsements, bonding, etc.).
- ▶ Submit legal terms and conditions to your lawyer for review prior to submitting your bid/proposal, to ensure you can agree to the contract terms.
- ▶ Proofread your submission - check for copy/paste errors, typos, missing or out of order sections.
- ▶ Document that you are a business. Provide local and state licenses and applicable contractor licenses.
- ▶ Fill out everything completely, using the forms provided.

# Tips For Success - Bid/RFP Submission

**DO THE MATH  
AND CHECK  
IT!**

- ▶ In NGEM the system will do the math for you.
- ▶ If pricing is requested in a narrative format, check your math twice.
  - ▶ Unit price x Quantity = Price
  - ▶ Ensure all costs are included. For example, if you don't include the price of shipping or required warranties, you will have to absorb them later.
- ▶ Do your homework. Current contract and record of last bid are public records.
- ▶ Provide all details, what is included your pricing, and what's excluded.

# Tips For Success - Bid/RFP Submission

**ASK  
QUESTIONS!**

- ▶ Reach out to the Purchasing Representative listed in the Event Details tab on NGEM with questions (not other City staff).
- ▶ An addendum will be issued to ensure that all potential bidders/offerors receive responses to questions asked.
- ▶ Attend the pre-bid/pre-proposal meeting.
- ▶ Request training.

# Tips For Success - RFP Submission

**PRESENT INFO IN  
ORDER  
REQUESTED**

- ▶ Submit Proposal Content response in the exact order asked in the RFP, with clear section headings to help committee members orient themselves.
- ▶ Answer all questions. Even if you've done work with the City before, don't assume the individuals on the evaluation committee are the same ones you've worked with. They may never have heard of you.
- ▶ Do not include extraneous information.
- ▶ Do not include marketing materials/brochures unless requested.
- ▶ Pay attention to file format (avoid multiple files).

# Tips For Success - RFP Submission

- ▶ Include resumes of key personnel, even if they are not required.
- ▶ Past performance references:
  - ▶ Provide complete, accurate reference information.
  - ▶ Notify references that they will be contacted.
  - ▶ Write a sufficient description of the reference project.
  - ▶ Emphasize similarities with the current bid/RFP. If project was not similar, explain clearly why you're listing it.
- ▶ Business qualifications - if you are a new business
  - ▶ Show required length of experience at former companies for key personnel, be clear on personnel's duties there.
  - ▶ Describe financial capacity; demonstrate you can carry the project.
- ▶ Demonstrate that you can perform.

**PROVIDE  
COMPLETE  
RELEVANT  
QUALIFICATION  
INFORMATION**

# Tips For Success - RFP Submission

**FOCUS ON  
MINIMUM  
REQUIREMENTS  
AND CRITERIA**

- ▶ Clearly demonstrate how you meet the minimum requirements.
- ▶ You will be disqualified if minimum qualifications are not met.
- ▶ Make sure all of your responses strongly demonstrate how you meet the project criteria.



# Let's Review

- ▶ Register in NGEM
- ▶ Choose the right commodities
- ▶ Check NGEM for opportunities
- ▶ Reach out to Purchasing & Contracts - We're here for you!
- ▶ Follow the tips for successful submission:
  - ▶ Read documents completely and carefully
  - ▶ Do the math and check it
  - ▶ Ask questions
  - ▶ Present information in order that it was requested
  - ▶ Provide complete, relevant qualification information
  - ▶ Focus on minimum requirements & criteria
  - ▶ Just like when job hunting, keep information updated, references, insurance, license