

# ***Doing Business with ST***

***Procurement and Contracts Division***

***2021 Regional Contracting Forum***

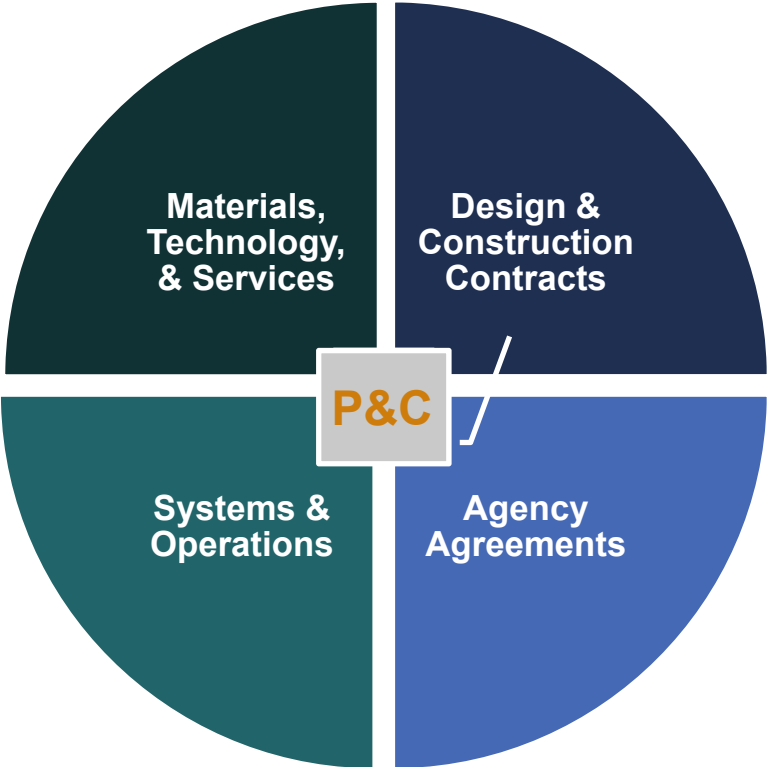
*September 22, 2021*



# Who we are

- The Procurement & Contracts Division (P&CD) is Sound Transit's professional, centralized procurement function located in the Executive Department.
- Through the P&C Division, public solicitations are issued and procurement contracts are awarded for all of the agency's capital, operating and administrative requirements including architectural and engineering services, construction, maintenance, equipment, materials, technology and professional, technical and support services.
- Led by the Chief Procurement and Contracts Officer (CPO) Ted Lucas, located in the Executive Department, reporting to DCEO Mary Cummings.
- The Division holds the Pareto Award of Excellence in Public Procurement. Expert, experienced procurement and agreements professionals.

# How We're Organized



# ***Materials, Technology, and Services (MTS) Section***

**Responsible for the procurement of goods & services contracts (and post-award contract administration), as well as the agency's small and micro purchase programs (including P-card) and Memberships and Sponsorships program. Procurement methods include Request for Proposals (RFP), Invitation for Bid (IFB), Request for Quotes and others.**

- Materials & Supplies
- Rolling Stock (trains and buses)
- Technology
- Maintenance
- Consulting Services (excluding A&E)

# ***Materials, Technology & Services (MTS) Purchasing Thresholds***

***Up to \$3,000 P-Card or Division PO***

***Up to \$10,000 Micro-Purchase / 1 Verbal or Written Quote Required***

***\$10,000 - \$250,000 Small (Informal) Purchase / 3 Quotes Required***

- Up to \$25,000 Verbal Quotes Acceptable***
- \$25,000 to \$250,000 Written Quotes Required***

***\$250,000+ Formal Procurement (IFB/RFP)***

***\$250,000 to \$2M CoRA Approval***

***\$2M+ Committee / Board Approval***

***Further information is available in the Procurement and Contract Administration Manual (PCAM) and Materials, Technology & Services (MTS) website.***

# *Systems & Operations (S&O) Section*

**Supports the various technology and library systems used by the Division, as well as serving the Agency and the public as a centralized, efficient and knowledgeable resource for solicitation management, and record management systems and processes.**

- Contracts Helpdesk
- E1 Purchasing System Training and Instruction
- System Implementation, Maintenance, and Support
- Solicitation Management System Support
- New Vendor Set Up (E1 Address Book)
- Procurement Records Management
- Procurement and Contract Visibility Tools
- P&CD metrics and reporting

# Biddingo-<https://portal.biddingo.com/landingpage/soundtransit>

## Sound Transit's Solicitation Portal and Procurement Look Ahead

Bid Listing <span style="float: right;">🔴 : Revised</span>					
Solicitation Number	Solicitation Name	Closing Date (MM/DD/YYYY)	Date Posted (MM/DD/YYYY)	Days Left	Status <span>🔍</span>
NC 0193-20	Enterprise Asset Management System (EAMS)	10/01/2020 04:00 PM PT	09/23/2020	1 days	Open for Bidding <span>🔍</span>
RP 0165-20	Safety Outreach Consultant for Link Light Rail Expansion	10/07/2020 01:00 PM PT	09/13/2020	6 days	Open for Bidding <span>🔍</span>
RP 0177-20	Hi-Rail Vacuum Truck	10/28/2020 02:00 PM PT	09/30/2020	27 days	Open for Bidding <span>🔍</span>

- Projects Over \$350,000  
<https://www.soundtransit.org/get-to-know-us/doing-business-with-us/procurement-contracts>
- Quarterly Look-ahead A&E and construction procurements upcoming over a period of 18-24 months
- Procurement snapshot (Bi-weekly) Current snapshot of active and immediate future procurements (future dates are estimated)

# *Agency Agreements Section*

Processes a variety of Agency agreements including interlocal, intergovernmental, and 3rd party agreements as well as transit-oriented development (TOD) projects. Agency Agreements works closely with the agency in the development, tracking, and maintenance of agreements.

Center-led

Value-added

Incremental



# *Design and Construction (D&C) Section*

Responsible for the procurement of design and construction contracts (and post-award contract administration) using several different types of procurement and delivery methods in compliance with FTA and RCW requirements.

- Architectural & Engineering Services (A&E): Design, Project Management Services, Other Related
- Construction (Public Work): ITB/DBB, Small Works (under \$350k), Job Order Contracting (JOC), Design Build, GC/CM

## MRSC Roster <https://mrscrosters.org/>

The screenshot shows the MRSC Rosters website homepage. At the top left is the MRSC ROSTERS logo. To the right are navigation links: HOME | CONTACT US | SEARCH. Below the logo is a blue navigation bar with links for PUBLIC AGENCIES, BUSINESSES, and ABOUT MRSC ROSTERS. The main content area is split into two columns. The left column has a blue background with white text: 'MRSC Rosters is the only directory that connects businesses with over 600 public agencies in Washington State. Participating agencies contract with our business members for small public works projects, consulting opportunities, and goods and services. Register your business now. Get started for free.' Below this is a question: 'Are you a Washington State Public Agency? We can save you time and money. Learn more now.' The right column has three white boxes with blue borders. The top box is 'MEMBER LOGIN' with fields for USERNAME and PASSWORD, a LOG IN button, and a link for 'HAVING TROUBLE LOGGING IN?'. The middle box is 'JOIN MRSC ROSTERS' with two buttons: 'BUSINESS SIGN UP' (circled in red) and 'PUBLIC AGENCY SIGN UP'. The bottom box is 'BROWSE PUBLIC AGENCIES' with the text 'MRSC Rosters is used by 608 Washington Public Agencies'.

### SMALL WORKS ROSTER

SWR firms may provide new construction, renovation, and refurbishment services for various Sound Transit locations for projects estimated to cost less than \$350,000.

To register for Sound Transit's Small Works Roster, **select Sound Transit (Central Puget Sound Regional Transit Authority)** from the MRSC Public Agency list.

If you are already a member of MRSC Rosters, simply select Sound Transit from the MRSC Public Agency list.

# *Civil Rights, Equity & Inclusion*

## *Business Development Tips:*

### **Do your homework**

- How can you better position yourself in this marketplace?
- Seek and track future procurements posted online
- Can you meet the requirements once you win a contract?

### **Network – relationships matter**

- Find out whom the decision makers are in your chosen area of focus and develop ways to network.
- Show the value of working with your company.
- Attend pre-bids for construction projects to network with larger primes.

# *Civil Rights, Equity & Inclusion*

## *Get certified!*

- Office of Minority and Women's Business Enterprises
- King County Small Contractor and Supplier (SCS)
- Disadvantaged Business Enterprise (DBE / Small Business technical assistance)
- Small business resource guide

# Common Bid Mistakes

## *Avoid Non-responsive Bids/Proposals*

- Submit all bids electronically
- Acknowledge ALL addenda
- Complete the quote/bid form and sign it
- Submit ALL submittal forms
- Take the L&I required contractor training - <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/contractor-training>

# *Common Proposal Mistakes*

## **Poor Presentation**

- Spelling or grammar
- Page count
- Information on dividers
- Responses out of order

## **Incomplete**

- Missed questions
- Missing resumes/submittals

## **Generic responses**

- Responses don't connect or correlate to Sound Transit project
- Wrong agency listed

*Thank you.*

Questions? Please reach out to [ContractsHelp@soundtransit.org](mailto:ContractsHelp@soundtransit.org)



 [soundtransit.org](http://soundtransit.org)

