

Selling to Fairfax County

Presented by:

The Department of Procurement and
Material Management



Workshop Roadmap

- Public Procurement
- Policy/Legal Authority
- Roles and Responsibilities
- Registration
- Procurement Methods
- Ethics
- Tips for Doing Business
- Vendor Assistance

Public Purchasing at Fairfax County

- Consumer buying– Anything **NOT** prohibited by law
- Governmental procurement– Only those things specifically allowed by law – **ENABLED**
- Customers:
 - Fairfax County departments
- Public Funds – High levels of:
 - Accountability
 - Visibility
- Equal opportunity for all qualified vendors

Legal Authority

- Virginia Public Procurement Act – VPPA
 - State law government purchasing in VA
 - Procurement conducted in a fair and impartial manner – “Level Playing Field”
- Fairfax County Purchasing Resolution
 - Establishes County purchasing policies
 - Approved by the Board of Supervisors
 - Authorized by the VPPA
 - <https://www.fairfaxcounty.gov/procurement/resolution>

Roles and Responsibilities

- Coordinator for Supplier Diversity and Outreach
- Director, DPMM – Cathy A. Muse, CPPO
- Contract Specialists –
Department of Procurement and Material Management
- End Users – Various Departments



Small, Woman and Minority-Owned Business Program (SWaM)

- Micro Business
 - 25 or fewer employees AND
 - Average annual gross receipts of \$3 million or less averaged over previous 3 years
- Small Business
 - 250 or fewer employees OR
 - Average annual gross receipts of \$10 million or less averaged over previous 3 years
- Woman-owned
 - 51% owned and **controlled** by one or more women
- Minority-owned (includes Service Disabled Veteran Owned)
 - 51% owned and **controlled** by one or more minority individuals

Small, Woman and Minority-Owned Business Program (SWaM)

- Board of Supervisors-sponsored program
- Encourage access to County business
- Promote countywide economic growth
- No quotas or set-aside programs
- FY 2019 Statistics
 - 41.3% total (over \$300 million) to Small, Women-owned, and Minority-Owned businesses (SWaM)
 - Detailed reports available here:
<https://www.fairfaxcounty.gov/procurement/vendors/diversity>



Small, Woman and Minority-Owned Business Program (SWaM)

- No preferences or set asides in Fairfax County
- Set-Aside Program in Virginia
- SWaM Certification
 - <http://www.sbsd.virginia.gov/>

Virginia eProcurement Portal



- Why Use eVA?
 - 840 Agencies and localities – including Fairfax County and Fairfax County Public Schools
 - 13,700 eVA users - \$7 billion in transactions
 - Over 90,000 registered
- How Do I Sign Up?
 - eVA – www.eva.virginia.gov
 - 866-289-7367
 - Training available on website
 - Fee schedule available online
 - <https://eva.virginia.gov/pages/eva-billing.htm>



Fairfax County
Small Business Forum
Educate, Empower and Enable Growth

Finding Your Right Fit

- ❑ Small Purchase – PCard or Purchase Orders
- ❑ Medium Purchase – “Informal” Solicitations
- ❑ Large Purchase– “Formal” Solicitations



Small *Small Purchases*

- Procurement Card or Purchase Order
- End-user level
- \$0 – \$5K: No Competition Required
- \$5K – \$10K: At Least Three Quotes

Medium

Informal Solicitation

- Between \$10,000 - \$100,000
- eVA Quick Quote: Solicit bids in eVA
- Informal RFP for services

Large *Invitation For Bid (IFB)*

- Competitive Sealed Bidding
- Detailed requirements
 - Public bid opening
 - Specific goods or non-professional services
 - Awarded based on price
 - Non-negotiable



Large *Request For Proposal (RFP)*

- Competitive Sealed Negotiation
- Goods, Services and Solutions

Required for Professional Services

- Professional Services - (Accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering)
- Statement of Needs or Scope of Work
- Evaluated by a Selection Advisory Committee (SAC)
 - Negotiable

Other Procurement Methods

GSA Schedule 70 & 84

- Amended for state and local
- Competition required
- Requires Fairfax County's terms and conditions

www.gsa.gov

Other Public Bodies State and Local Contracts

Cooperative Purchasing

- Metropolitan Washington Council of Governments

www.mwcog.org

- Omnia Partners (formerly US Communities)

www.omniapartners.com/publicsector



Ethics in County Contracting

Gifts - No bidder, offeror, contractor or subcontractor shall confer upon any County employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Kickbacks - No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything present or promised, unless consideration of substantially equal or greater value is exchanged.

Opportunities in Fairfax County

- Department of Procurement and Material Management (DPMM)
 - <http://www.fairfaxcounty.gov/procurement>
- Department of Public Works and Environmental Services (DPWES)

- <http://www.fairfaxcounty.gov/publicworks/capital-projects>



Buildings



Stormwater



Transportation



Wastewater

- Fairfax County Public Schools (FCPS)
 - <https://www.fcps.edu/get-involved/doing-business-fcps>
 - Design and Construction Services
 - <https://www.fcps.edu/node/27812>





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Opportunities in Fairfax County


- Department of Housing and Community Development
 - Design contracts and projects
 - <https://www.fairfaxcounty.gov/procurement/solicitations/housing>
- Budget
 - <http://www.fairfaxcounty.gov/budget>
- IT Plan
 - <http://www.fairfaxcounty.gov/informationtechnology/it-plan>

Finding Opportunities



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Current County Contracts (Contract Register)

The Department of Purchasing & Supply Management provides the contract register as a resource for Fairfax County Government and Public Schools contract information. Contract register data is subject to change daily. The register does not include capital construction contracts established by the Departments of Public Works and Environmental Services, Transportation, Housing and Community Development, Fairfax County Park Authority and Fairfax County Public Schools.

Contracts may be found by searching for the contractor's name, keywords that are in the description of the contract, the contract number, the contract administrator, the fiscal year that the contract will expire, or the type of contract. Searches may be narrowed by combining two or more of the search categories. **No claims regarding the accuracy or completeness of the information are made. The County is not liable for any errors or omissions with respect to information on the contract register.**

Keyword Search 

Contractor Name:

Description of Contract, Service or Commodity:


Contract Type:

Contract FY:

Contract Number:

Contract Administrator:

Sort Results by:






Contact Fairfax County: [Phone](#), [Email](#) or [Twitter](#) | Main Address: 12000 Government Center Parkway, Fairfax, VA 22035

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 Website Feedback  Language Translations

County Contract Register - <http://www.fairfaxcounty.gov/cregister/>



Surplus Property Auction

- Bid on used County surplus items to grow your business
 - Heavy machinery
 - Vehicles
 - Office supplies
 - Furniture
- For more information or to bid visit:

<http://www.fairfaxcounty.gov/dpmm/surplus.htm>

Doing Business Tips

- Certify SWaM
- Register in eVA
- Identify current County procurement opportunities - use Contract Register to forecast
- Explore subcontracting opportunities
- Network within the County

Survey

Please be sure to complete your survey. You may leave it on your seat or hand it to the proctor.

Course and Materials sections:

Mark the appropriate response indicated by the column headings.