

Doing Business With Cherokee County

A review of the processes and
how to work with them

Cherokee County



How To Do Business With Cherokee County

Thank you for your interest in Cherokee County, Georgia. We hope you will find this overview of how to do business with us to be helpful. Our Purchasing Department is committed to obtaining quality goods and services that meet the needs of the County at the lowest reasonable cost that represents the best value to our citizens. We pursue the highest standards of ethical conduct and professionalism, treat all individuals and organizations fairly and strive to effectively engage with the marketplace by maximizing the use of competition.

The Cherokee County Purchasing Department is a Division of the Administrative Services Agency and is strategically aligned with the County's plans and requirements. The Purchasing Department is responsible for the County's purchase of supplies, materials, equipment, and service contracts. All goods and services are procured within the statutes of the State of Georgia, the Cherokee County Purchasing Ordinance and the procedures established by the Cherokee County Purchasing Department and any applicable Federal requirements.



Doing Business With Cherokee County



In October 2017, the Cherokee County Procurement Department earned National Accreditation through the NIGP – Institute for Public Procurement.

- 100 out of 131 Best Practices were required for accreditation.
- Cherokee County complied with 111 of the Best Practices.
- New application and audit required September 2020.

Overview

This guide to doing business with Cherokee County is broken into several sections in order to effectively communicate the requirements and expectations of the County. These sections include:

- 1) **Purchasing Thresholds**
- 2) **Quick Start:**
 - How to Locate Solicitations
 - How to Register with the County
- 3) **Basic Requirements:**
 - Responsibilities of Bidders
 - Standard Agreements
 - \$25,000 Threshold
 - Request for Bids vs Request for Proposals
 - Required Forms
- 4) **How to Provide an Effective Proposal or Bid**
- 5) **Frequently Asked Questions (FAQ's)**



Small Purchases vs. Large Purchases

Small Purchase Requirements

- Any purchase less than \$25,000
- Quotes are obtained at a department level
- Departments must obtain 3 quotes
- Award will be made to the lowest quote that meets all the requirements
- The County's standard agreement will be required if service is performed on County property

Large Purchase Requirements

- Any purchase greater than \$25,000
- Requires formal Request for Proposal/Bid/Qualifications process
- Requires detailed statement of work/specifications
- Publicly posted to the County's designated website
- Must be approved by the Board of Commissioners in a public meeting

Small Purchases vs. Large Purchases

Large Purchase Threshold – Greater than \$25,000:

For most purchases greater than \$25,000, the County utilizes formal solicitations; typically a Request for Sealed Bids or a Request for Sealed Proposals. The process for these formal solicitations will be addressed later in this section.

Small Purchase Threshold – Less than \$25,000:

For most purchases less than \$25,000 the County utilizes a quicker and less formal approach by requesting quotes. Most purchases under \$25,000 are quoted and submitted for approval by the Agency needing the item or service. The Agency will directly contact potential suppliers of goods and services and obtain three quotes when the purchases exceed \$1,500. The Agency is required to obtain only one bid for purchases less than or equal to \$1,500. Suppliers may contact the Agency directly to discuss needs and may respond directly when requested to quote items and services.

Locating Solicitations (1)

The screenshot shows the Cherokee County Georgia website. At the top left is the logo for Cherokee County Georgia, established in 1831. To the right of the logo are navigation links: "I Need To...", "Departments", "Tax Payers", "Court System", "Contact Us", and "Search". Below the navigation is a large banner image of a mountain range at sunset with the text "Where Metro Meets the Mountains" and social media icons for Facebook, LinkedIn, Twitter, and Instagram. A dark blue bar below the banner contains the text "For COVID-19 information, including vaccinations and testing, [click here](#)." Below this bar is a row of five white buttons with icons: "News & Press Releases", "Events & Meetings", "Performance Dashboard", "Department Announcements", and "Bids & RFPs". A grey callout box with a white arrow points to the "Bids & RFPs" button. Below the buttons are three featured content tiles: "COVID-19 Information (novel coronavirus)", "Capital Projects Update", and "Economic Development".

Cherokee County
1831
GEORGIA

I Need To... Departments Tax Payers Court System Contact Us Search

Where Metro Meets the Mountains

f in t i

From the County's Home Page, Select "Bids & RFPs"

For COVID-19 information, including vaccinations and testing, [click here](#).

News & Press Releases

Events & Meetings

Performance Dashboard

Department Announcements

Bids & RFPs

COVID-19 Information (novel coronavirus)

Capital Projects Update

Economic Development

Locating Solicitations (2)

On the “Bids and RFPs” page, you have 3 buttons that will direct you to:

1) Vendor Registration

2) Solicitations Issued

On or After March 1st, (current Bids & RFPs); and

3) Solicitations Issued

Before March 1st 2017

Cherokee County Board of Commissioners now has an online Bid and Proposal system to help us move to a less paper intensive process. This new process also replaces the previous method of providing business opportunities notifications by allowing Vendor self registration and updates, provides a detailed selection of commodity codes to identify where you would like to participate in bid and proposal solicitations and also provides you with the opportunity for self-identification of your business type.

Register as a Vendor Solicitations Issued On Or After March 1, 2017 Solicitations Issued Before March 1, 2017

Services Provided By: **Vendor Registry**

WHERE METRO MEETS THE MOUNTAINS

Cherokee County, Georgia "Where Metro Meets the Mountains" | © Cherokee County Board of Commissioners

[County Email](#) | [Privacy Statement](#) | [Terms and Conditions](#) | [ADA Compliance](#) | [Human Trafficking Notice](#)

powered by Cherokee ITS

Select Language
Powered by Google Translate

Locating Solicitations (3)

The screenshot shows the Cherokee County Georgia Procurement page. The browser address bar displays 'cherokeega.com/Procurement/'. The navigation menu includes 'Home', 'I Need To...', 'Departments' (highlighted with a yellow box and an arrow pointing to a callout), 'Tax Payers', 'Court System', and 'Contact Us'. A search bar is located below the logo. The main header features the word 'Procurement' in large white text on a blue background. A callout box on the right lists three items: '1) Vendor Registration', '2) Current Solicitations', and '3) Supplier Ethics'. Below the header, a profile for Dale Jordan, Procurement Director, is shown with contact information and buttons for 'Forms and Documents', 'Contact Department', and 'Send Us An Email'. A grid of dark blue buttons contains links to 'Biography', 'Current Solicitations', 'Current Topics', 'News and Announcements', 'Organizational Chart', 'Procurement Ordinance', 'Supplier Standards and Ethics', and 'Vendor Registration'. A 'Mission Statement' section is partially visible at the bottom.

Cherokee County
1831
GEORGIA

Home I Need To... **Departments** Tax Payers Court System Contact Us

Search

Procurement

By navigating to the Procurement page from the “Departments” button on the County’s main website, you can find links to direct you to:

- 1) Vendor Registration
- 2) Current Solicitations
- 3) Supplier Ethics

Dale Jordan
Procurement Director
678-493-6034


Forms and Documents
Contact Department
Send Us An Email

Biography **Current Solicitations** **Current Topics**
News and Announcements **Organizational Chart** **Procurement Ordinance**
Supplier Standards and Ethics **Vendor Registration**

Mission Statement
The mission of the Cherokee County Procurement Department is to obtain the best value for the Citizen’s tax dollars for goods and services in an efficient, effective and timely manner.

Locating Solicitations (4)

vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=135ed60c-18c1-4ad7-9e48-defc49a29954

 VendorRegistry powered by mdf commerce

Vendor Registry Website

Solicitations From Cherokee County

Current Expired No Deadline

RETURN

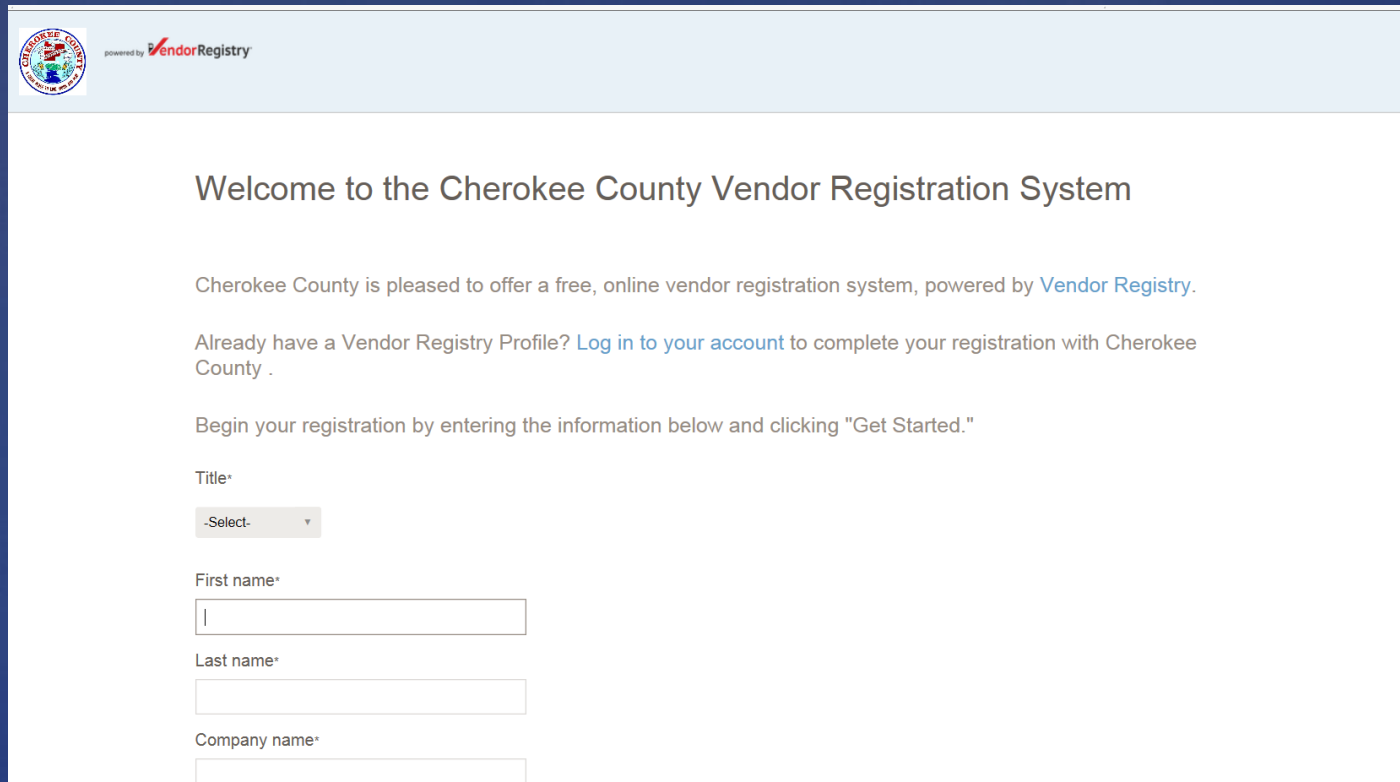
[Print Results](#)

Type	Description	Status	ID #	Deadline	Pre-Bid Meeting	Docs
Sealed Solicitation	Construction - Additions to Cherokee County Fire Training Center	Open	2021-022	4/5/2021 10:00 AM	3/17/2021 10:00 AM	5
Sealed Solicitation	Tennis Court to Pickleball Conversion at Kenney Askew Park	Open	2021-016	3/23/2021 10:00 AM	3/11/2021 10:00 AM	4

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Vendor Registration Screen

Complete the form to register with the County



The screenshot shows the Cherokee County Vendor Registration System interface. At the top left is the Cherokee County logo, followed by the text "powered by VendorRegistry". The main heading is "Welcome to the Cherokee County Vendor Registration System". Below this, a paragraph states: "Cherokee County is pleased to offer a free, online vendor registration system, powered by Vendor Registry." Another paragraph asks: "Already have a Vendor Registry Profile? [Log in to your account](#) to complete your registration with Cherokee County .". A third paragraph instructs: "Begin your registration by entering the information below and clicking 'Get Started.'". The registration form includes a "Title*" dropdown menu with "-Select-" selected, and three text input fields for "First name*", "Last name*", and "Company name*", each with a vertical cursor at the start.

powered by VendorRegistry

Welcome to the Cherokee County Vendor Registration System

Cherokee County is pleased to offer a free, online vendor registration system, powered by [Vendor Registry](#).

Already have a Vendor Registry Profile? [Log in to your account](#) to complete your registration with Cherokee County .

Begin your registration by entering the information below and clicking "Get Started."

Title*

-Select- ▼

First name*

Last name*

Company name*

Basic Requirements

Responsibilities of Bidders:

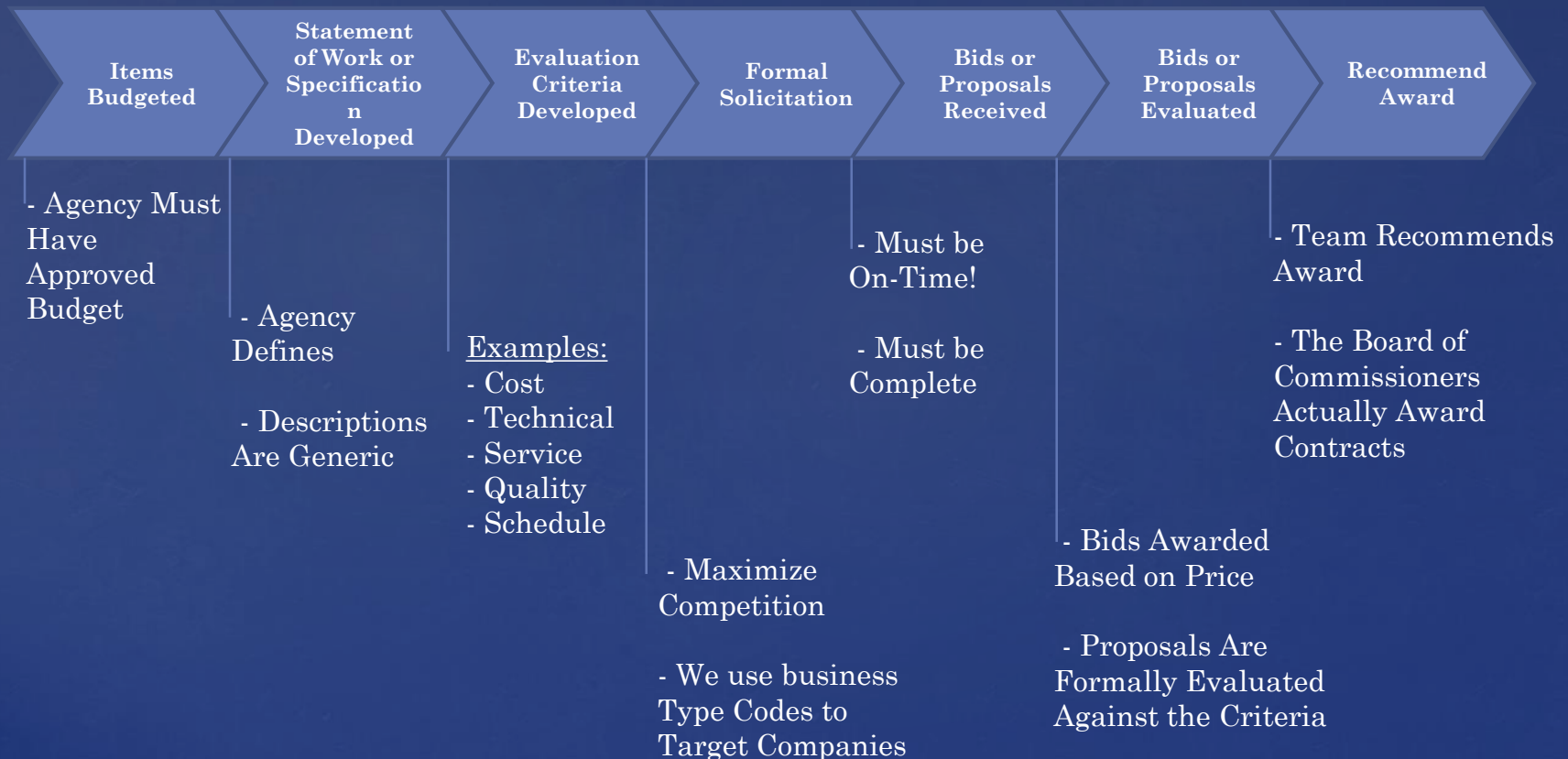
Just as the County holds itself to high standards, it desires to do business with like-minded organizations. The County desires to do business with organizations that are well qualified with a track record of success in their industry/profession. Organizations that act with honesty and integrity and have reasonable pricing structure are ideal candidates for bidding on the County's solicitations.

Organizations that are unlikely to find success in bidding on work in Cherokee County are those that:

- Fail to meet contractual obligations after the awards has been made,
- Fail to meet the required delivery, specifications, or detailed requirements,
- Submit unacceptable exceptions,
- Have a record of financial difficulty and/or business instability, or
- Have criminal sanctions, civil sanctions, and/or tax delinquency.

Basic Procurement Process Overview

For Purchases Greater Than \$25,000



Solicitation Types & Required Forms

The County issues solicitations for bids or proposals based on:

- the needs it has identified, and
- the required bidder qualifications, and
- the method of determining the winning submission.

Organizations interested in participating must be successful in addressing all three areas below:

- Respond on-time and include all requested submission requirements (properly completed and executed forms);
- Respond to the requirements identified and, where possible, provide objective evidence and support of your ability to meet needs identified in the solicitation; and
- Include information that addresses the evaluation criteria.



Bids vs. Proposals – What's the Difference

<u>Submission Requirements</u>	<u>Request for Bids</u>	<u>Request for Proposals</u>
Required Forms Provided	Yes/No	Yes/No
Meets Solicitation Requirements	Yes/No	Yes/No
Meets Technical Requirements	Yes/No	Scored
Meets Other Requirements	Yes/No	Scored
Pricing Provided	Yes/No	Scored
Award Basis	All That Meet the Requirements are = Award to Lowest Price	All That Meet the RFP Terms Are Scored = Award to Highest Score
Negotiations Allowed	Typically Not	Yes

Solicitations – RFBs

The County generally issues two types of solicitations of:

- Request for Sealed Bids (RFB), and
- Request for Sealed Proposals (RFP)

Request for Sealed Bids:

The competitive sealed bid method is used where the cost of item(s) and/or services are \$25,000 or greater. Bid opportunities are advertised for a minimum of two weeks with the County's e-bid system that can be accessed from the Cherokee County website. This method is used where:

- There are clear and defined specifications or statement of work is available,
- There are clear criteria for determining the expected viability of the bidders to be successful in meeting the requirements, and
- Therefore, those meeting the requirements of the RFB that are found to be technically competent can then be ranked based on the bid cost, with the lowest bidder being recommended to the Board of Commissioners for award.



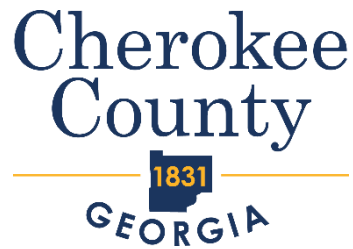
Solicitations – RFPs

Request for Sealed Proposals (RFP):

The competitive sealed bid method is used where the cost of item(s) and/or services are \$25,000 or greater. Bid opportunities are advertised for a minimum of two weeks with the County's e-bid system that can be accessed from the Cherokee County website. This method is used where the competitive sealed bid method is neither practical nor advantageous and where cost must be evaluated within the context of proposal requirements.

In contrast to the requirements for RFBs, RFPs are used when the requirement cannot be adequately defined, where different approaches may be proposed to meet the needs of the County and when the competencies and judgement needed for success in developing the item or service varies within the industry or service community providing such solutions. Generally, RFPs are used for professional services, service contracts, and highly technical work or equipment. An evaluation committee evaluates proposals according to criteria specified in the proposal document and ranked by total weighted score. This approach provides for the best value in a given marketplace by weighing the attributes of the procurement believed to be critical in the identification of the best overall organization to address the County's needs.

RFP example on following pages



Cherokee County Board of Commissioners
 Purchasing Department
 1130 Bluffs Parkway, Canton, GA 30114
 Phone: (678) 493-6000
 Fax: (678) 493-6035

REQUEST FOR PROPOSALS

**RFP 2019-060 Design Services
 L.B. Ahrens Recreation Center – Phase 1**

Opportunity Description



THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed Bids or Proposals in support of architectural and engineering services for the design of the L.B. Ahrens Recreation Center to be located within Veterans Park, for the Cherokee County Parks and Recreation Agency, as described herein.

Mandatory Meeting?



There will be will not be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site located at **7345 Cumming Highway, Canton, Georgia 30115**, and will include walking the area. The meeting will take place at the undeveloped southern section of the park located between Cumming Highway and the interior park road. Attendees greater than 15 minutes late may not eligible to sign in and receive credit for attendance.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

Planned RFP Schedule



SCHEDULE:

Issued	June 4, 2019
Mandatory Pre-Proposal Meeting	June 13th, 2019 at 3:30 PM
Questions Due	June 14, 2019 by 4:00 PM
Answers Due	June 19, 2019
Bids/Proposals Due	June 27, 2019 at 10:00 AM
Anticipated Award Date	July 18, 2019

When It's Needed

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. NO PHYSICAL ITEMS PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: _____

2. No SERVICES REQUIRED PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year
 Two Years
 Three Years
 Other: Total contract length shall run through construction closeout. See Statement of Work for specifics.

3. OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

What is Needed

Length of Contract

Right to Extend

Forms Required

Contract Type

Insurance

Clarifications

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References* (Appendix D),
- Acceptance of County's Standard Agreement**, as below: (Appendix E),
 - Professional Services Agreement
 - Construction Services Agreement
 - Other: _____
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Contractor's License Certification (Appendix G)
- Bonds Requirements if the price bid > \$100K
 - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein***
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing on Proposer's letterhead
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- Specifications
- _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

Award Criteria

Bid or Proposal

High Level Criteria

Criteria Weight

Specific Criteria

Other Information

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

- Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.
OR
 Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

40%

Price

Pricing shall be submitted as two separate lump sum fees. Section 1 lump sum pricing shall include all aspects associated with completing the final construction documents and permitting. Section 2 lump sum fee shall include bidding assistance through construction closeout of phase 2. The County's pricing evaluation will be based on the total cost of both section 1 and section 2 lump sum pricing.

30%

Project Understanding, Schedule Adherence and Scope of Work

Proposal shall demonstrate understanding of the project based on the proposed scope of work and design approach/methodology. Proposal shall demonstrate areas of concern, alternative approaches and approach to avoiding unnecessary change orders both during the design phase and construction administration phase. Proposal shall provide a preliminary schedule and identify major milestones that is in accordance with the County's desired completion timeframe. Proposal shall address the scope of work, including at a minimum, architectural, structural, mechanical, electrical, and plumbing design for the building, and civil and landscape/hardscape design for the site.

30%

Similar Project Experience and Design Team Qualifications

Proposal shall provide the firm's experience with design, including bidding, award and construction administration of projects similar in size and/or nature. Proposal shall provide detailed information on the proposed design team's project experience and relevant competencies for this project. Proposal shall provide specific examples of the firm and proposed design team's previous experience providing construction documents for parks and/or recreation facilities. Proposal shall include any other relevant information that may serve to differentiate the firm from other firms in terms of suitability, experience, and/or qualifications.

100%

TOTAL

In addition to providing documentation necessary to evaluate proposal based on scope of work and above evaluation criteria, proposals shall include the following information, presented in a clear, comprehensive and concise manner,

Criteria Context

Submission

Electronic

Physical

Where/How To
Ask Questions

1. Letter of transmittal.
2. Demonstrated understanding of proposed scope of work and methodology.
3. Proposed project team organization, qualifications and availability.
4. Proposed project schedule and major milestones for both locations.
5. Relevant information that may serve to differentiate the firm from other firms in suitability, experience and qualifications to perform this type of work.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

Bids and Proposals are to be submitted electronically ONLY to the County's designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

AND/OR**B. Physical Submissions Only:**

Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #_____ 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via Vendor Registry for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

Receiving Bids & Proposals

How Bids and Proposals Are Received

Bids and Proposals are received according to the solicitation instructions, which will indicate if the bid or proposal is to be electronically or physically submitted.

Electronic Submissions: Proposals are to be uploaded on the County's electronic bidding system using the Adobe Portable Document Format (PDF) as one document.

Physical Submissions: The sealed envelope or package will be time and date stamped and placed in a secure location until the date and time of the opening.

How Bids and Proposals Are Opened

Bids shall be opened publicly with witnesses on the date/time and place as specified in the solicitation documents; interested parties are welcome.

During the opening of bids, the following information shall be made public: the name of each supplier submitting a sealed bid, pricing information including unit prices and the total, and any other relevant information.

Proposal are opened by the Purchasing department and routed as required for evaluations and source recommendation and are not subject to public opening.

Required Forms

Required Forms:

A typical solicitation will require each of the following forms to be completed, signed and notarized where prompted and included in the solicitation response:

- Information and Addenda Acknowledgement Form (Appendix A)
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References (Appendix D),
- Acceptance of County' Standard Agreement, as below: (Appendix E),
 - > Professional Services Agreement, or
 - > Construction Services Agreement, or
 - > Purchase Order
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Pricing on the Pricing Form provided (Bid Form)

Note: Different solicitations may have additional forms that are also required to be submitted with the solicitation response.

How to Provide an Effective Bid or Proposal (1)

An effective proposal is one that allows your organization to be considered based on your actual capabilities, both as demonstrated over time and as a potential fit for the specification or work for which you are bidding.

The criteria that you must meet for every solicitation are that of being:

- Responsive, and
- Responsible

Responsiveness is determined by evaluating what you provided against what the solicitation required. (Did you complete and submit the correct forms? Did you respond on-time? Did you include a technical proposal, transition plan, and whatever else was required by the solicitation?) **Read the solicitation instructions!**

Being determined **Responsible** is evaluated based on determining the adequacy of the submission documents. In a Request for Bids, this is typically a pass/fail criteria whereby all organizations that meet the criteria are considered equally responsive and the bid price becomes the determining factor for awards. In a Request for Proposals, a responsible determination will then allow the further evaluation of your proposal to be scored against the criteria delineated in the solicitation.



How to Provide an Effective Bid or Proposal (1)

Make it Easy to Locate Your Information:

In a Request for Proposals, a responsive and responsible determination will then allow your proposal to be scored against the criteria delineated in the solicitation.

Typically a committee evaluates each proposal against the different criteria identified and scores each section based on two factors:

- The thoroughness in which the topic was addressed, and
- The level to which objective evidence supported the topic.

Proposals that follow the outline of the RFP or the instructions in the RFP and provide support (as reasonably necessary based on the situation) make it easier on the evaluator to determine scoring by:

- Having the information located where expected,
- Including all the necessary information, and
- Including support documentation as necessary to make it credible.

How to Provide an Effective Proposal or Bid (3)

Ideas to Consider to Develop Better Quality Proposals:

- Read the ALL of instructions and follow them.
- Read the County Standard Agreement referenced in the solicitation.
- Review the criteria for award.
- Personalize your response to the solicitation.
- Address all the performance expectations.
- Address all the criteria for award - completely.
- Follow the flow of the solicitation or the instructions on how to respond.
- Make sure that the evaluator can tell that you understand the requirements and concerns that need to be managed.
- Respond to each area completely and provide back-up (as necessary).
- Complete the required forms provided in the solicitation.
- Provide your best price.
- Consider providing an executive summary and table of contents.
- Make sure your references are up to date and of the type requested.
- Submit bid to allow on-time receipt!



Real World Proposal Submissions

Issue Description	Possible Method of Addressing
Required Forms Not In Proposal	Develop a General RFP Check-list Based On the Buying Organization's Lessons Learned and Then Personalize It For Each Opportunity by Listing Each Form Required, Perform a Pre-submission Audit Against Checklist
Statements That Disagree In Different Sections	Assign One Person To Perform A Horizontal Continuity Evaluation Across All Sections Of The Proposal , Have Them Note Each Representation or Commitment That Is Addressed In Multiple Sections And Provide Feedback To Those Assigned the Vertical Content
Cut and Paste Referencing Other Customers	RFP Checklist Item , As Addressed in 1 Above
No Point of Contact With Contact Information Provided	QA Checklist Item , As Addressed in 1 Above
Incomplete Paragraphs Or Sentences	QA Checklist Item , As Addressed in 1 Above
Submission of Standard Boilerplate – Not Addressing RFP Concerns	Consider Developing A Reference Linking The Buying Organization's Requirement to Where The Requirements Are Addressed
Submission of Only Forms and Pricing	Consider Forgoing the Opportunity, Pick Your Battles

Frequently Asked Questions

How do I get on the supplier list for Cherokee County?

Register by completing the application found following the link on the Purchasing Department's web-page.

After I have registered, does this mean I will automatically receive notifications of bids that pertain to my company?

While vendors registered through the County's solicitation management provider should receive automated notices of current requirements, absolute assurances cannot be provided. It is suggested that you check the County's web site periodically for solicitations.

I registered my company several months ago and have not yet heard anything, nor received any solicitations. Can you tell me if my company is indeed registered?

An email confirmation should be sent to your company once registered. If you have not received this confirmation, please contact the Purchasing Department.

How long are solicitations posted on your web site?

Solicitations are typically posted for two weeks.

Frequently Asked Questions

Does Cherokee County have a MBE/WBE program?

The County has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation (DOT), 49 CFR Part 26. The County desires to help any interested organizations understand how to be responsive to solicitations. The information in the business guide should be very helpful in this regard.

My company has a new product that we would like to present to the County, who do we contact?

Such requests can be set up with the user Agency. If there is a desire/need to meet with the Purchasing Department, an appointment should be made with the Purchasing Director.

Are pre-bid/proposal conferences mandatory?

Some are mandatory. Please read the specific solicitation requirements.

Frequently Asked Questions

I will be unable to attend a bid opening. How can I find out the apparent low bid supplier?

The results of RFB openings are available for public inspection within one hour of the public opening and are typically posted on the County's website the morning after the opening.

When and where are the Commissioner meetings held?

For most Purchasing-related matters, the Board of Commissioners meets on the first and third Tuesday of each month, in the Cherokee-Northside Conference Center at 3:00pm (work session) and 6:00pm (regular session). Complete information may be found on the County website.

What should I do if I would like to protest a bid/proposal award?

Protests should be submitted in accordance with the Procurement Ordinance in writing to the Purchasing Director.

I would like to meet and introduce myself to the Purchasing Department. Do I need an appointment?

Yes, please contact the Purchasing Director for an appointment.



Frequently Asked Questions

I would like to get a plan holder's list for a particular bid. Can you provide me with this?

Yes, contact the Purchasing Associate handling that particular bid.

After a bid has opened how long does it take before it is awarded?

It can vary significantly, from about two weeks to about twelve weeks.

If I am submitting a bid on a project can I be supplied with the bid tab from the previous award?

This request can be submitted through the Open Records Act.

How can I correct or update my company information once I have registered?

Once you are registered, you may correct/update company information by logging into the vendor registry at www.vendorregistry.com.

Thank you for your interest
in doing business with
Cherokee County!

A GREAT PLACE TO LIVE, WORK AND PLAY!