

# HOW TO DO BUSINESS WITH DALLAS COUNTY

Michael Frosch, Purchasing Director

March 30, 2021



# PURCHASING DEPARTMENT

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

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# WHAT DOES DALLAS COUNTY PROCURE?

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## **Professional services**

Legal, Architectural, Engineering, etc.

## **Goods & Services**

Promotional items, IT, pest control, armored car services, grounds maintenance, janitorial goods and services, security, plumbing, HVAC, mechanical parts and services, uniforms, food, temporary staff, office supplies and furniture, etc.

## **Construction**

Job Order Contracting, roofing, new construction, building repair, flooring, refurbishing, etc.

# METHODS OF PURCHASING

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The County is governed by State of Texas purchasing statutes.

## **IFQ – Invitation for Quotes**

- solicitations less than \$50,000
- Advertising not required
- lowest vendor meeting minimum requirement

## **RFB – Request for Bids**

- solicitations greater than \$50,000
- Two week advertising required
- lowest bidder meeting minimum requirement
- Commissioners Court required

# METHODS OF PURCHASING CONT.

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## **RFP – Request for Proposals, solicitations greater than \$50,000**

- Solicitation greater than \$50,000
- Two week advertising required
- Complex purchases
- Considers other factors in addition to price
- Highest ranked proposal
- Negotiations
- Commissioners Court required

## **RFQ – Request for Qualifications, solicitations greater than \$50,000**

- Solicitations greater than \$50,000
- Two week advertising required
- Professional Services (only)
- Two step process based on qualifications
- Qualified vendor(s)
- Negotiations
- Commissioners Court required

# PROCUREMENT THRESHOLDS

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$\leq \$3,000$

Although multiple quotes not necessary, the County may consider one quote determined the price is fair and reasonable

$\geq \$3,000 \leq \$50,000$

Solicit at least 3 quotes

$\geq \$50,000$

Formal Procurement – Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ)



# BIDDING OPPORTUNITIES

## View and Download Current Formal Business Opportunities

<https://www.dallascounty.org/departments/purchasing/current-business-ops.php>

### View and Download Current Formal Business Opportunities

Dallas County Purchasing Department (Founders Square) - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

Thank you for your interest in doing business with Dallas County. This page is designed to provide the vending community access (*view and download only*) to Dallas County formal solicitations. By viewing and downloading solicitation documents, vendors can determine whether they want to participate in certain business opportunities without having to login or register to use the County's electronic solicitation platform, BidSync.

Once a vendor determines an interest to participate in the solicitation process, the vendor must use BidSync ([https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas)) during the course of the solicitation process. BidSync contains all solicitation documents, addenda, updates, deadlines, and allows the vendor to submit their solicitation response electronically. Of course, vendors may still submit their sealed solicitation response in hardcopy to the Dallas County Purchasing Department.

For your convenience, you may access, view, and download the following formal business opportunities:

Solicitation Number	Title	Anticipated Closing Date	Buyer Name	Buyer E-mail Address
2021-021-6888  Proposal for Ryan White Ending HIV in Dallas County	RFP - Ryan White Ending HIV in Dallas County	4/29/2021	Debra Morris, Contracts Specialist	debra.morris@dallascounty.org

# BIDDING OPPORTUNITIES

Visit the Dallas County Purchasing Department website to view and respond to active solicitations.

<https://www.dallascounty.org/departments/purchasing/currentbids.php>

## Bidding Opportunities

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

## Active County Bid Solicitations

On April 27, 2020, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through BidSync. Vendors seeking to do business with Dallas County will be required to register, [https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas). By registering, vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

[Click here to view bids older than April 27, 2020](#)

?

search by keyword, title or bid number (click the question icon to see search instructions)

Search

Show results for :

▸ Classifications

Bid number	Title	Agency	Location	End date	Bid end	Tab
2020-008-6848	<a href="#">Request for Qualifications for Financial Audits of Dallas County Juvenile Board</a> RFQ	Dallas County Purchasing	Texas	May 21, 2020 2:00:00 PM CDT	23 days, 1 hr	

1

(1 of 1)

Results Per Page: 10



# HOW TO REGISTER ON BIDSYNC

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Step 1: Visit the following link and click “Register For Free”

[https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas)



**Dallas County, Texas** has partnered with BidSync to provide web-based bidding services to their suppliers. To do business with **Dallas County, Texas** you can register for a free BidSync Basic account.

If you are interested in seeing bids from over 100,000 government agencies across the US subscribe to a BidSync Pro Account.

[\*\*SHOW ME HOW TO GET MORE BIDS\*\*](#)

# BENEFITS OF USING BIDSYNC

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Dallas County implemented a new public solicitation platform to post all solicitations for goods, services, and construction through BidSync.

1. Over 90,000 agencies use BidSync; Doing business with Dallas County is free
2. Paperless electronic responses to all solicitation types, RFB, IFQ (Quick Quote), RFP, and RFQ
3. Email notices; daily email alerts, key bid information
4. Easy-to-review Bid summary; bid agency, summary description, important solicitation updates, key dates
5. Advanced search tools; geography, agency type, due date

# HOW TO SUBMIT A QUOTE/BID/PROPOSAL

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Once you've created a BidSync account, register in the online helpdesk so you'll have access to helpful materials and resources through the Support portal.

## INSTRUCTIONS FOR ELECTRONIC BIDS

Please follow the link for instructions on Electronic Bids:

<https://support.bidsync.com/hc/en-us/articles/360015939772-Responding-to-Bids>

## INSTRUCTIONS FOR PAPER BIDS

Please follow the link for instructions on Paper Bids:

<https://support.bidsync.com/hc/en-us/articles/360018392011-Responding-to-Paper-Bids>

Any additional questions or, for immediate assistance, please contact BidSync Vendor Support at 800-990-9339 ext.1010 or email your question to: [support@bidsync.com](mailto:support@bidsync.com)

# TOP 10 THINGS TO CONSIDER WHEN BIDDING

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- **Bid security**
- **Award Method**
  - a. by line
  - b. all or nothing
  - c. by group
  - d. best value
- **Read Instructions**
  - a. award
  - b. samples
  - c. qualifications
  - d. minimum requirements
- **Make sure your product, service, delivery will meet specification requirements**
- **Attend pre-bid meeting**
  - a. clarification
  - b. ask questions
  - c. meet your competitors
- **Keep up with the solicitation schedule and addenda**
  - a. pre-bid
  - b. closing date
  - c. addenda
- **Correct pricing sheet**
  - a. quantity
  - b. unit of measure
  - c. unit & extended cost
  - d. check the math
- **Bonding requirements**
  - a. amount
  - b. term
  - c. consider the bond & insurance cost
  - d. make sure you meet bonding requirements
- **Complete & return all bid documents required**
- **Make a competitive bid**

# DALLAS COUNTY FORECASTED PROJECTS

Projected Solicitations	Estimated Amount	Term	Anticipated Release
Job Order Contracting	\$24,000,000	Two years with three one-year renewal options	March-21
Replacement of Hot Water Boiler at Cook Chill	New Project		March-21
Commercial and Industrial Solid Waste/Refuse Collection and Disposal Services	\$317,113.00	Two years with two one-year renewal options	March-21
Certified On-Site Interpreter Services	\$1,305,570	Three years with three one-year renewal options	March-21
Family and Medical Leave Act (FMLA) Administration Services and Other Related Leave Services	No cost consideration	Three years with two one-year renewal options	March-21
Design Build Mesquite Government Center	New Project		April-21
Professional Construction Project Management Services and On-Site Representation for the Mesquite Government Center	New Project		April-21
Employment Background Check and Screening Services		Three years with two one-year renewal options	April-21

# DALLAS COUNTY FORECASTED PROJECTS – CONT.

Projected Solicitations	Estimated Amount	Term	Anticipated Release
Non-Residential Services	\$795,556	Three years with three one-year renewal options	April-21
Residential Treatment Services	\$1,999,481	Three years with three one-year renewal options	April-21
Armed and Unarmed Security Guard Services	\$6,762,685	Three years with three one-year renewal options	April-21
Real Estate Appraisal Services		Three years with three one-year renewal options	May-21
Engineering Laboratory Services/Construction Material Testing and Geotechnical Engineering	\$276,875	Three years with three one-year renewal options	May-21
Comprehensive General Liability, Automotive Liability, Bonds, Pollution and Commercial Crime Insurance	\$50,000	Two years with two one-year renewal options	May-21
Janitorial Supplies	\$12,820.00	Three years with three one-year renewal options	June-21

## DALLAS COUNTY FORECASTED PROJECTS- CONT.

Projected Solicitations	Estimated Amount	Term	Anticipated Release
Emergency Disaster Debris Removal, Reduction, Disposal, and Other Debris Related Services	\$10,000,000	Five years with five one-year renewal options	June-21
Food Trays	\$234,924	Three years with three one-year renewal options	June-21
Professional Engineering Laboratory Services/Construction Material Testing and Geotechnical Engineering		Three years with three one-year renewal options	June-21
Fleet Fuel Card and Program Management	\$2,000,000	Three years with three one-year renewal options	July-21
Temporary Staffing Services	\$8,500,000	Three years with three one-year renewal options	July-21
On-site American Sign Language Interpreting Service and Real-time Captioning Services for the Deaf and Hard of Hearing	\$125,176	Three years with three one-year renewal options	July-21





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THANK YOU!!

A night-time photograph of the Dallas skyline, featuring the Reunion Tower and several skyscrapers illuminated against a dark sky.

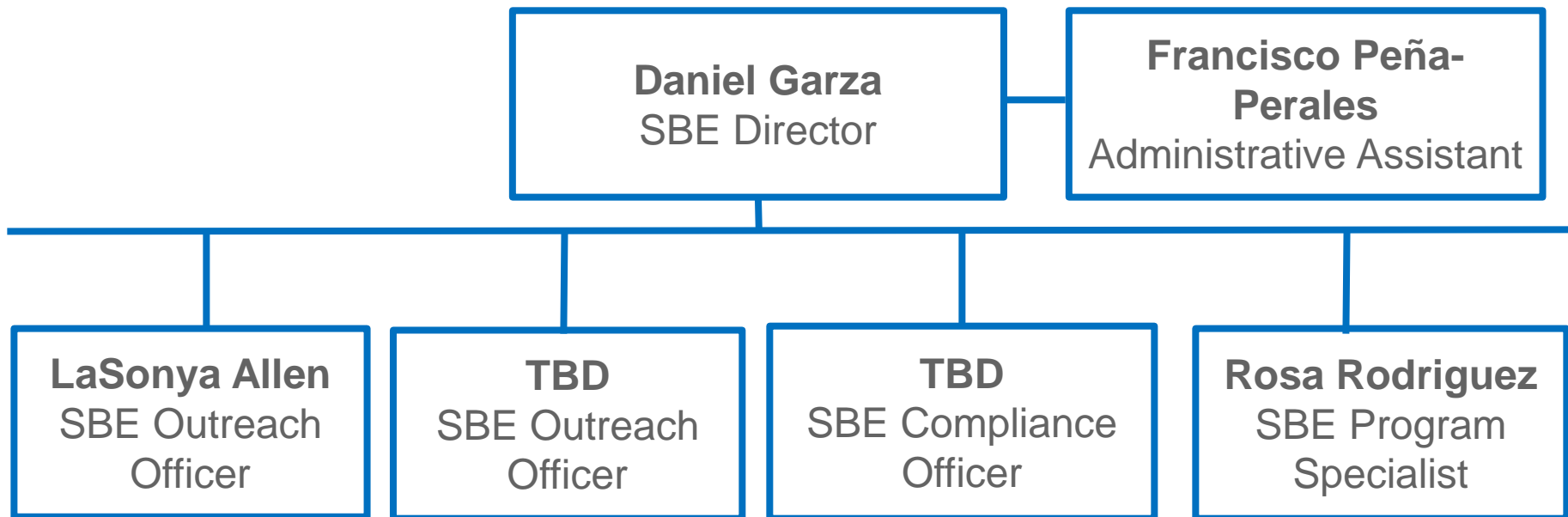
# SMALL BUSINESS ENTERPRISE PROGRAM

Daniel Garza, SBE Director



# SBE DEPARTMENT STAFF

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# HISTORICAL REVIEW

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- 1986** Minority/Women Owned Enterprise Business (MWBE) Program Adopted
- 2015** Dallas County Disparity Study Conducted
- 2017** Small Business Enterprise Policy Adopted  
Office of Small Business Enterprise (SBE) Created
- 2018** Small Business Enterprise Program Launched

# COMMITMENT

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- Dallas County is committed to increasing business opportunities for Small Businesses and the Business Community.
- Dallas County Commissioners Court established the SBE Program for the purpose of promoting equal opportunities for Small Businesses.

# SBE QUALIFICATIONS

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- Firm **MUST** be certified as a SBE by one of the agencies listed below:
  - *Dallas-Fort Worth Minority Supplier Development Council*
  - *North Central Texas Regional Certification Agency*
  - *Women's Business Council-Southwest*
- Firm **MUST** be organized as “for profit” business
- Firm **MUST** perform commercially useful function on project
- Firm **MUST** have local presence within the Dallas County MSA
  - *Dallas County*
  - *Tarrant County*
  - *Denton County*
  - *Collin County*

## REQUIRED SUBMITTALS:

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- Firms **MUST** show the % of utilization allocated to each subcontractor
- Firms **MUST** show their “Good Faith Efforts” to meet the aspirational goal
- Firms awarded County contract required to meet goals
- Mandatory Electronic Payment Reporting
  - ✓ Allows the Compliance Officer to Validate if the Prime Contractors are Paying the Sub-Contractors on-time



Visit the Following Link for More SBE Program  
Information:

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<https://www.dallascounty.org/departments/small-business-enterprise/>

**Dallas County SBE Program**

**900 Jackson St., Suite 680**

**Dallas, Texas 75202**

**214-653-2021**

**[sbe@dallascounty.org](mailto:sbe@dallascounty.org)**

# North Central Texas Regional Certification Agency

YaLonda Lockett, Executive Director

## Certification Process



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**624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
817-640-0606 phone  
817-640-6315 fax  
[www.nctrca.org](http://www.nctrca.org)**

**For Online Applications: <https://nctrca.mwdbe.com>**

# About NCTRCA

- **North Central Texas Regional Certification Agency (NCTRCA)**
- **Represent 20+ governmental/associate member entities that are committed to enhancing the participation of disadvantaged, small, women, and minority owned businesses in public/governmental contracting and purchasing activities**
- **Assist our member entities by validating that businesses are bona-fide disadvantaged, small, woman and minority-owned businesses**
- **Provide education and counseling to assist businesses with the certification process**
- **Member of the Texas Unified Certification Program (TUCP) which provides certification to the Federal Disadvantaged programs in Texas**
  - **6 member agencies**
  - **NCTRCA covers 16 counties in North Texas**

# TUCP CERTIFYING AGENCY REGION MAP

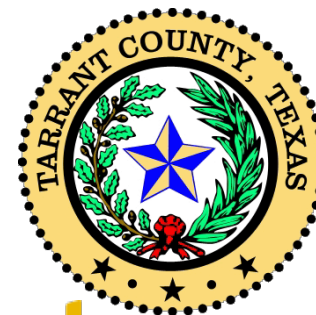
City of Austin	City of Houston	Corpus Christi Regional Transportation Authority	North Central Texas Regional Certification Agency	South Central Texas Regional Certification Agency	Texas Department of Transportation All other remaining counties
Bastrop	Austin	Aransas	Comin	Atascosa	
Caldwell	Brazoria	Bee	Dallas	Bandera	
Hays	Chambers	Goliad	Denton	Bexar	
Travis	Fort Bend	Jim Wells	Ellis	Comal	
Williamson	Galveston	Karnes	Erath	Frio	
	Harris	Kleberg	Hood	Guadalupe	
	Liberty	Live Oak	Jack	Kendall	
	Montgomery	Nueces	Johnson	Kerr	
	San Jacinto	Refugio	Kaufman	McMullen	
	Waller	San Patricio	Navarro	Medina	
			Palo Pinto	Wilson	
			Parker		
			Rockwall		
			Somervell		
			Tarrant		
			Wise		



# Member Entities



Parkland



ferrovial



# Types of Certification

## **Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)**

- Opportunity to bid on contracts issued by entities receiving federal funds through the Federal Aviation Administration (FAA), including at airports (airside, landside and off airport)

## **Disadvantaged Business Enterprise (DBE)**

- Opportunity to bid on contracts issued by entities that receive federal aid from Federal Highway Administration, Federal Aviation Administration, United States Department of Transportation

## **Minority / Woman – Owned Business Enterprise (MBE / WBE)**

- Opportunity to bid on contracts issued by local government

## **Small Business Enterprise (SBE)**

- Opportunity to bid on contracts issued by local government (race and gender neutral)



# Benefits of Certification



ACCESS TO  
OPPORTUNITIES ISSUED  
BY GOVERNMENT  
ENTITIES



ENHANCE MARKETING



BUSINESS  
DEVELOPMENT  
OPPORTUNITIES



NETWORKING  
OPPORTUNITIES VIA  
OUTREACH EVENTS

# SBE Certification Criteria

(race/gender neutral)

- The owner(s) must be a United States Citizen or lawfully admitted permanent resident of the United States
- Firm must be organized as a for-profit business.
- The firm must be Independently-owned and operated
- Place of business must be in the U.S. and works primarily in the U.S.
- The **firm must** meet the U.S. Small Business Administration size standard requirements for a small business in its NAICS code industry(s)

# Visit nctrca.org



The screenshot shows the homepage of the North Central Texas Regional Certification Agency (NCTRCA). The top navigation bar includes links for Home, Apply Online, FAQs, Photo Gallery, Events, and Contact Us. A yellow arrow points to the 'Apply Online' link. The main header features the NCTRCA logo on the left, a city skyline image in the center, and a list of certification types on the right: DBE Certification, MBE Certification, WBE Certification, ACDBE Certification, and TUCP-DBE Certification. Below the header, a search bar is visible. The main content area is divided into two columns. The left column contains a 'Main Menu' with links to Home, Historical Facts, Certification, Member Entities, NCTRCA Board Meetings, FAQs, Photo Gallery, Videos, What's Next?, Apply Online, Procedures Manual, and Contracts. The right column features a 'Welcome to the North Central Texas Regional Certification Agency' section, followed by a 'Mission' statement and a 'Commitment' statement. The 'Commitment' statement is accompanied by an image of hands clasped together.

**Home** **Apply Online** **FAQs** **Photo Gallery** **Events** **Contact Us**

**NCTRCA**  
North Central Texas Regional Certification Agency

DBE Certification  
MBE Certification  
WBE Certification  
ACDBE Certification  
TUCP-DBE Certification

- Home Search...

**Main Menu**

- Home
- Historical Facts
- Certification
- Member Entities
- NCTRCA Board Meetings
- FAQs
- Photo Gallery
- Videos
- What's Next?
- Apply Online
- Procedures Manual
- Contracts




**Welcome to the North Central Texas Regional Certification Agency**

**Mission**  
To provide assistance through education and counseling to applicants throughout the certification process in order to build a certified vendor pool for member entities.

**Commitment**  
It is the policy of all the public entities which are part of the North Central Texas Regional Certification Agency (NCTRCA) that Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) have the maximum practical opportunity to participate in their contracting and purchasing activities.



← → ↻ 🏠 📄 https://nctrca.mwdbe.com/?TN=nctrca 🔍 ☆ ⚙️ 🗑️ 👤 ⋮



OUR MAIN SITE

CONTACT SUPPORT

## Register & Apply for Certification Online

### DBE/ACDBE, MBE & WBE Online Certification Process

Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)

The North Central Texas Regional Certification Agency (NCTRCA) administers the Disadvantaged Business Enterprise (DBE), Airport Concessionaire Disadvantaged Business Enterprise (ACDBE), Minority Business Enterprise (MBE), and Woman-Owned Business Enterprise (WBE) certification programs. It is the policy of NCTRCA members that DBEs/ACDBEs, MBEs and WBEs have the maximum practical opportunity to participate in their contracting and purchasing activities.

The North Central Texas Regional Certification Agency is solely committed to ensuring that bona-fide disadvantaged, minority and woman-owned firms, benefit from the programs offered by the NCTRCA members.

### New Certification

Your firm is not currently certified.  
[Create Account](#)

I Forgot My Username & Password  
[Lookup Account](#)

### Renew Your Certification

I Know My Username & Password  
[Login](#)

I Forgot My Username & Password  
[Lookup Account](#)

# How to Apply

# Application Tips

- Answer each question thoroughly
- Submit all required documents
- Failure to submit a complete application will delay process
- Detailed description of all services provided – include NAICS codes if known
- At least 90 days to process
- Non-refundable application processing fee (excludes DBE/ACDBE)
  - \$100 New Application
  - \$250 Out of Jurisdiction
  - \$50 Renewal

# You're certified! Now What?



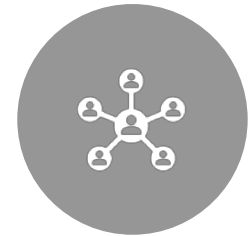
REGISTER AS A  
VENDOR ON EACH  
NCTRCA MEMBER'S  
WEBSITE



ATTEND PRE-BID  
MEETINGS



ATTEND OUTREACH  
EVENTS



NETWORK,  
NETWORK, NETWORK

## Contact Us

[www.nctrca.org](http://www.nctrca.org)

Online applications:  
<https://nctrca.mwdbe.com>

Email: [mail@nctrca.org](mailto:mail@nctrca.org)

Phone: 817.640.0606





## Q & A

ANY QUESTIONS??

Feel free to contact me:

YaLonda Lockett, Executive Director

[ylockett@nctrca.org](mailto:ylockett@nctrca.org)