Preparing to Bid: IT Development Statewide Contract

Tiffany Scroggs, Program Director
Washington Procurement Technical Assistance Center

An APEX Accelerator

Agenda

- About PTAC

- ITPS history

- Review of the Opportunity

- Pre-Bid Check List

- Go/No Go

- Resources

About PTAC

Funding

- Funded in part by the US Department of Defense since late 1980's
- Supported locally by Washington State, Green River College, and economic development organizations

Mission

- Increase government contracts and subcontracts to Washington Firm
- Focus on small, minority, women, and veteran owned firms

Reach

- 15 advisors across the state
- Serving 1400 businesses each year who win $300 million in contracts and subcontracts.

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#1 KITSAP ECONOMIC DEVELOPMENT ALLIANCE

Mary Jo Juarez, Terry Homburg, James Davis
360.377.9499 | kitsap@washingtonptac.org

#2 THURSTON ECONOMIC DEVELOPMENT COUNCIL

Grady Smith
360.968.4846 | thurston@washingtonptac.org

See full staff listing at the Main Center on our website.

#3 COLUMBIA RIVER EDC

Jeannet Santiago
503.694.9403 | swwa@washingtonptac.org

#4 ECONOMIC ALLIANCE SNOHOMISH COUNTY

Cara Buckingham
425.248.4223 | snohomish@washingtonptac.org

#5 GREEN RIVER COLLEGE

Darrell Sundell
253.520.6267 | king@washingtonptac.org

Melinda Martirosian
253.520.6284 | mmartirosian@greenriver.edu

#6 PTAC IN PIERCE COUNTY

Trena Payton
253.964.1745 | pierce@washingtonptac.org

Maryam Lynch-Tate
253.257.5528 | mlynchtate@washingtonptac.org

#7 GREATER SPOKANE INCORPORATED

Aleesha Roedel
509.321.3646 | spokane@washingtonptac.org

#8 TRI-CITY REGIONAL CHAMBER OF COMMERCE

Maria Alleman
509.491.3231 | tricity@washingtonptac.org

INNOVATION & SBIR PROGRAM MANAGER:

Kate Hoy
308.218.KATE | khoy@thurstonedc.com

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PTAC is an APEX Accelerator

washingtonptac.org

info@washingtonptac.org

OTHER PTAC'S SERVING WA:

NORTH OLYMPIC PENINSULA PTAC:
Rebekah Miller
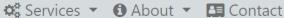ptac@clallam.org

AMERICAN INDIAN CHAMBER EDUCATION FUND PTAC:
Jeremy Sandoval
Jeremy.sandoval@aicccal.org

NW NATIVE APEX ACCELERATOR:
Chuck Jehle
cjehle@nnapex.org

ITPS History

- Washington State Department of Enterprise Services manages Statewide Contracts with over 1500 vendors and $1.9b in annual spend.

- State agencies and local governments use statewide contracts to buy commonly purchased goods and services.

- IT Professional Services is a large contract in the process of being restructured.

- Original contract is a 2-tier contract.

ITPS History

- It is public information who is on the current contract, their services, and their max pricing.

- See ITPS #08215 contract here.

- Scroll down to see "Contractor Roster"

Contract Summary

Information Technology Professional Services

Two Tier

Contract #: 08215   **Replaces:** 05613   Contract

IT Professional Services Program - Contract # 08215 Two Tier Solutions

IT Professional Services (ITPS) is a group of categorized lists or "pools" of IT service providers within W when they seek competitive proposals for their IT business needs. The categories identify common IT for service providers, DES has developed a simple click-through program agreement to replace a form have their company names added to appropriate notification lists in WEBS.

Purchasers are required to conduct a competitive solicitation if ITPS is your contract of choice. For det outlined below.

ITPS contract is changing soon

DES is in the process of restructuring the ITPS master contract to create a more consistent and efficien

ITPS History

- Scroll down to see "Contractor Roster"

W's	Company Name	DBA	Agreement #	Max Hourly Rate	1. IT Funding &	2. IT Business	3. Continuity an	4. IT Project Mg	5. Project Quali	6. Software Tes	7. Client/Server	8. Database Se	9. GIS Services	10. Infrastructu	11. Mainframe S	12. Mobile Ser	Address
W80070	Infostride, Inc		8215	$300.00	X	X	X	X	X	X	X	X	X	X	X	X	3031 Tisc
W79433	120VC		8215	$200.00		X		X									11601 Wi
W2964	22nd Century Technologies, Inc.		8215	$189.00	X	X	X	X	X	X	X	X	X	X	X	X	8251 Gre
W54956	2RBConsulting, Inc		8215	$280.00		X		X	X	X	X	X		X	X		19125 No
W41051	3Di, Inc.	3Di Systems	08215	$225.00		X	X	X	X	X	X	X	X			X	3 Pointe [
W11260	3K Technologies, LLC		08215	$125.00	X	X	X	X	X	X	X	X	X	X	X	X	1114 Cad
W17658	3MD Inc.	Denali Advanced Integration	08215	$180.00			X	X	X	X			X			X	17735 NE
W39721	3SI	Third Sector Intelligence, Inc	08215	$210.00	X	X		X			X	X					810 Third
W65140	9Logic Technologies		08215	$150.00	X	X	X	X	X	X			X			X	2775 152

ITPS History

- It is public information who is buying from the statewide contract and which vendor they are using. This information can be found at data.wa.gov.

- We do not know the spend data for the categories being bid out now

- In 2022 there was $32m in sales to 74 companies across all ITPS Categories.

Vendor Name	Sum of YTD Sales Reported
CRITICAL LOGIC, INC	$2,176,903
LIBERUM	$2,135,987
INTEGRATED SOLUTIONS GROUP, LLC	$1,996,821
CODESMART INC	$1,952,246
TALLAN	$1,878,762
KIEHL NORTHWEST LLC	$1,839,300
CREMA DEVELOPMENT LLC	$1,329,400
BASYS SOLUTIONS LLC	$1,194,163
DURKIN CONSULTING, INC.	$1,134,504
INTERNATIONAL PROJECTS CONSULTANCY SERVICES, INC	$1,123,425
LEGACY SOLUTIONS CORP	$1,113,180
CAYZEN CORPORATION	$1,087,433
CIMPLESQUARE LLC	$960,760
TREINEN ASSOCIATES, INC.	$821,818
BLUECRANE, INC.	$744,713
ALTARUM INSTITUTE	$704,334
ESTRADA CONSULTING, INC.	$678,721
PRO INNOVATION INC	$554,680
RESOURCE DATA, INC.	$551,913

ITPS History

- Using the same dataset, you can see the top users of the contract.

- Again, the chart to the right, is just 2022 data.

- We can put the full data set with pivot tables in the chat for you to have.

EMPLOYMENT SECURITY DEPT OF	$5,115,094
TRANSPORTATION DEPT OF	$4,345,460
SOCIAL & HEALTH SERV DEPT OF	$3,154,326
WASHINGTON STATE OF	$1,878,762
HEALTH DEPT OF	$1,874,369
HEALTH CARE AUTHORITY STATE	$1,709,199
LIQUOR AND CANNABIS BOARD	$1,496,984
SUPT OF PUBLIC INSTRUCTION	$1,291,096
CORRECTIONS DEPT OF	$1,270,260
FINANCIAL MGMT OFFICE OF	$1,182,593
DEPT OF COMMERCE	$1,149,905
CONSOLIDATED TECHNOLOGY SERVICES	$729,496
KING CO	$709,431
RETIREMENT SYSTEMS DEPT OF	$703,025
SOUND TRANSIT-SEATTLE	$600,335
AGRICULTURE DEPT OF	$552,023
COMM & TECH COLLEGE SYS	$521,781
REVENUE DEPT OF	$455,814
WASHINGTON HEALTH BENEFIT EXCHANGE	$430,293
(blank)	$392,677
WASHINGTON STATE PATROL	$383,003
LABOR & INDUSTRIES	$362,455
LICENSING DEPT OF	$266,097

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Current Opportunity

Washington's **Electronic Business Solution**

Manage Commodity Codes

Manage Geographic Designations

Manage Profile/Password

Manage Contacts

View User Guides

Search Opportunities

Search Vendors

View History

View Reports

Logout

Search For Solicitations: ⇘ help

Search Results
Total number of records returned = 1

Title	Description	Organization	Contact	Reference #	Date Posted
⬏IT Development	Enterprise Services intends to conduct a competitive procurement to establish and award multiple Statewide Contracts for Washington state agencies and other eligible purchasers to purchase certain information technology development services. "IT Development Services", by experience level (journey, senior, expert), from innovative, professional, qualified bidders.	Enterprise Services (DES), Dept. of	Julie Aalberg	16322	02/27/23

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BACK

Current Opportunity

- Check your commodity codes in WEBS match the solicitation.

- Be sure you are able to log in to WEBS and have downloaded all the information.

- When you see the solicitation, you can look at all the vendors that have downloaded (It's a 6 page list).

Washington's Electronic Business Solution

HOME   LOGOUT

- Manage Commodity Codes
- Manage Geographic Designations
- Manage Profile/Password
- Manage Contacts
- View User Guides
- Search Opportunities
- Search Vendors
- View History
- View Reports
- Logout

Solicitation Details

System Identifier	**Customer Reference Number**
49738	16322
Organization Name	**Title of Opportunity**
Enterprise Services (DES), Dept. of	IT Development

Description Of Opportunity

Enterprise Services intends to conduct a competitive procurement to establish and award multiple Statewide Contracts for Washington state agencies and other eligible purchasers to purchase certain information technology development services. "IT Development Services", by experience level (journey, senior, expert), from innovative, professional, qualified bidders.

Date Posted	**Date Closed**
2/27/2023	5/1/2023
Estimated Value	**Contact Name**
	Julie Aalberg
Contact Phone	**Contact Email**
(360) 409-1608	DESITPS@des.wa.gov

Comm Codes

920-02 - Access Services, Data
920-20 - Computer Output to Microfilm (COM) Processing Services
920-24 - Data Conversion Services
920-21 - Data Entry Services
920-22 - Data Preparation and Processing Services (Including Bates Coding)
920-23 - Data Recovery Services
920-26 - Desktop Publishing Services
920-25 - Diskette, CD Rom, and Tape Duplicating Services
920-27 - E-Commerce Software Development Services
920-28 - Emergency Back-up Services and Facilities for Data Processing
920-29 - Facilities Management Services, Computer
920-03 - Application Service Provider (ASP) (Web Based Hosted)
920-30 - Image Processing and

Counties

Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima

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Current Opportunity

- Read all the attachments.

Attachments:

Solicitation Documents	Solicitation Amendments
16322 Exhibit A-1 - Bidder's Certification.docx	
16322 Exhibit A-2 Bidder's Profile.docx	
16322 Competitive Solicitation.docx	
16322-Exhibit B1 Web Developer.docx	
16322-Exhibit B1 Application Developer.docx	
16322-Exhibit B1 Software Tester.docx	
16322-Exhibit B1 IT Architect.docx	
16322-Exhibit B2-Non-Cost Qualifications.xlsx	
16322-ExhibitC-BidPrice.xlsx	
16322 Exhibit D Contract.docx	
16322 Exhibit E - DiverseBusinessInclusion.docx	

BACK

Pre-Bid Checklist / Solicitation Review

Read the Solicitation Documents (Esp. Sol & Exhibit B1)

Decided to bid or not

Organize your approach

Assemble the bid & Submit

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Pre-Bid Checklist

PTAC's Pre-Proposal Check List

Disclaimers: This check list is not intended to be inclusive of every element of the solicitation. It is designed as a starting template that each business can customize to meet their own needs. Some of these items will be not applicable.

Solicitation Review Check Sheet for Solicitation #: STATEWIDE CONTRACT COMPETITIVE SOLICITATION – No. 16322

Check List Item	Answer	Location of Content (name page #, exhibit #, Q/A, amendment, etc)
Deadline to Submit Proposal/Quote	May 1, 2023, Time?	Solicitation doc, page 4
Pre-proposal conference date	March 13, 9:30- 11am	Solicitation doc, page 4
Site visit date	n/a	
Pre-proposal inquiry cut-off date (Q/A Period)	2/27-4/21	Solicitation doc, p4
Issue date of solicitation	2/27/23	Solicitation doc, p3
Reserved Award / Preferences for Veteran Owned Business and SB / Set Asides / other competitive advantages	6 Reserved awards in each category for SB or VOB	Solicitation doc p2
Commodity Codes / NAICS		

Pre-Bid Checklist Continued

Method of proposal submission (USPS, e-mail, over-night, etc.)	E-mail, unzipped, <25 mb,	Solicitation doc p 12
Type of solicitation (Low Price, Low Price Technically Acceptable, Best Value Trade Off) How Evaluate?	Perf Req: 120 pts Qualifications: 625 pts Price: 250 pts EO on Labor Rights: 5 pts	Sol doc p 7 Exhibit B1 Exhibit B2 – non-cost Quals Exhibit C - price
Type of contract (Firm Fixed Price, Purchase Order, Time & Material, etc) If FFP is there a price escalation clause?		
Self-performance requirement / Limitations on Subcontracting?		

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Exhibit B

Definition:

A Web Developer specializes in creating innovative design and layout of compelling websites that offer an effective, user-friendly environment that is easy to manage and meets standards for website architecture, accessibility, and functionality. The Web Developer is responsible for building highly scalable, cloud-native, microservices based applications. Moreover, have an excellent ability to conduct website architecture development, content management systems including interactivity, analytics, efficient code and search ability, database integration, security, ADA compliance, customer support and other technical aspects of a highly functional website. An ideal Web Developer must also be committed and willing to grow in and be the example of work relating to diversity, equity, inclusion and anti-racism.

	SECTION 1: BUSINESS REQUIREMENTS WEB DEVELOPER	
Requirement ID	**Business Requirement**	**Written Response**
	1. Overall Profile	
Describe bidder's overall business profile, including: • Bidder's history (including any subcontractors, if applicable), ownership, and organizational structure. • Is your business a contracting firm with 1099 employees and/or W2 employees?		*(Maximum 350 words written response)*

	SECTION 2: PERFORMANCE REQUIREMENTS	
Requirement ID	**Performance Requirement**	**Bidder's Compliance**
	2. Web Developer: Journey Level	
	☐ Not bidding on Web Developer: Journey Level	
2a.	Bidder's proposed **Journey Level Web Developer** must have at least four (4) years of experience the web development field. Formal education in Computer Science, Information Systems, Engineering, or a related field can be substituted for the following years of experience: <table><tr><td>Associate Degree</td><td>1 year</td></tr><tr><td>Bachelor's Degree</td><td>2 years</td></tr></table>	☐ Meets Requirement ☐ Does Not Meet Requirement
2b.	Bidder's proposed **Journey Level Web Developer** must include experience developing websites or web applications and have demonstrated experience working in the following:	☐ Meets Requirement

Bid or No-Bid?

- Conduct a bid/no-bid analysis based on your company's goals, proficiencies, and likelihood for success
    - Forces you to slow down and read the solicitation
    - Small businesses don't have the luxury of wasting time bidding everything
    - Allows space to think about WHY you want this work and HOW you'll bid

Bid or No-Bid?

Bid/no bid self-assessment questions

Question – Want to bid/can you bid?	5	4	3	2	1	Comments
Is work within scope of what we can do?						
How likely is this contract to be awarded and utilized? (contract potential)						
Do I have the cash flow to perform?						
Will it be profitable?						
Do I have time/resources to put in bid?						
Do I have the staff?						
Can I meet delivery schedule?						
Do I know the end users of the contract and understand their needs?						
Are subcontractors needed?						
How competitive will it be?						
How clear are the evaluation factors?						
Is it favorable to small businesses?						
What is probability of a win?						
Other						
Other						
Other						
Other						
TOTAL SCORE						

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Bid or No-Bid?

- You set your scale so it's meaningful to you and your leadership team.

- How would you do this assessment if you were in different role in the company (i.e. a developer, project manager, commissioned sales person, owner)?

BID / NO BID SELF ASSESSMENT

Question – Do you want to bid/ Can you bid?	5	4	3	2	1	Comments
Is work within scope of what we can do?	Fully in scope and 100% in line with strategic goals.	Mostly In scope and/or mostly in alignment with goals	Somewhat in scope	It's a stretch.	Not something we've done before nor in line with strategic goals.	
How likely is this contract to be awarded and utilized? (contract potential)	Tons of long term opportunity and piggybacking	Some long term opportunity	Unsure	Not likely to result in long term or piggy backing	Very unlikely for long term impact on business	
Do I have the cash flow to perform?	I'm so flush with cash it's not an issue, even a little.	Yes, it will not impact my cash flow in a negative way	No, but I can get the cash.	No, it'll be expensive or difficult to get the cash.	No chance.	

Pre-Bid Checklist / Solicitation Review

Your PTAC/APEX Advisor can help at any stage of the process.

Read the Solicitation Documents (Esp. Sol & Exhibit B1)	Decided to bid or not	Organize your approach	Assemble the bid & Submit

Alliance Northwest

March 16, 2023
- Tradeshow with Agencies, Primes
- Breakout Sessions with expert speakers
- Keynote by US Small Business Administration
- 1:1 meetings

Questions or Discussion?

Tiffany Scroggs

programmanager@washingtonptac.org

360-464-6041

www.washingtonptac.org

Not in WA? www.aptac-us.org

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Check out our classes on our event's calendar.