

Doing Business with Government Agencies



Regional Business Diversity Program

November 9, 2017

Procurement and Contracting Methods

Invitation for Bids (IFB)

- Established specifications
- Sealed bids are publicly opened
- Award is made to the responsible and responsive lowest price bidder

Request for Proposal (RFP)

- Selection is based on qualification and pricing
- RFP stated Evaluation Criteria
- Review Board conducts evaluation of proposals
- Establish a list of qualified proposers for on-call services



Solicitations

VTA IFBs and RFPs are advertised at www.vta.org/solicitations .

Basic information is available without registering as a vendor.



Register to be a Vendor

Sample information from the website:

<http://www.vta.org/solicitations>

Procurement

Type	Title	Proposal /Bid Due	Status	Administrator	Comments
RFP	2017 Bus Shelter Advertising Program	8/4/17	Active	Natalie Mullin	Santa Clara Valley Transpor...
IFB	C17020F CCTV at Various Locations Phase 9	7/12/17	Active	Florante Tanada	RFI #1 issued- July 6, 2017 ...
IFB	P17183 LIFT-U WHEELCHAIR RAMPS	7/6/17	Active	David Ossom	NOTICE TO PROSPECTIVE BIDDE...
IFB	P17116 Light Rail Way-Finding Signs	6/27/17	Closed	Kathy Higuchi	*Light Rail Way-Finding Sig...
IFB	C17131F Capitol Expressway Pedestrian Connection to Eastridge Transit Center	6/26/17	Closed	Ehab Azab	Kindly find attached the Bi...
IFB	P17109 BUS REAR AXLE PARTS	6/22/17	Awarded	David Ossom	NOTICE TO PROSPECTIVE BIDDE...

Click on solicitation you wish to view

S16216 4-6 Color Offset & Digital Printing

Administrator **Jose Mares**

Publish Date/Time 9/2/16

Conference Date/Time 9/14/16 1:30 PM

Due Date/Time 10/5/16 5:00 PM

Status Closed

VTA Communciations and Public Affairs Department seeks proposals from qualified firms to provide 4-6 Color, Offset & Digital Printing. VTA may select up to three On-Call qualified and experienced printers to produce projects on an as-needed basis.

RFP S16216, On-Call 4-6 Color, Offset & Digital Printing has been uploaded in PDF format for your use.

Comments

RFP S16216 Forms 1-7 have been uploaded in their native (Word) format for your use and completion.

In order to download attachments, enter your email below and click Check.

Email

Check



Register to be a Vendor (continued)

Register to be a Vendor

Website: www.vta.org/procurement

Step 1

VTA CAMM

Procurement: Doing Business with VTA

- **General Information**

Learn how to become a vendor, get help, and contact VTA staff.

- **Solicitations**

Find out about VTA solicitations.

These pages are intended to assist current and prospective vendors who wish to do business with VTA. The online procurement system makes it easy to get information and register for VTA solicitations. If you have not yet registered, [register now](#).

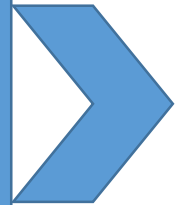


Step 2

VTA CAMM General Information

General Information

- **How to Become a Vendor**
- **Procurement Help & FAQs**
- **Project Control Software Tools Information**
- **Business Diversity Programs**
- **Staff Contact List**
- **Policies**



Register to be a Vendor (continued)

Step 3

How to Become a Vendor

A Prospective Vendor is a company or individual registered with VTA's Procurement Contracts and Materials Management ("PCMM") Department who has officially received solicitation documents or plans and specifications for a particular project. It is important that those interested in submitting bids to VTA be included on our Prospective Vendors list so that they are made aware of any changes to the requirements, including specifications, due date changes, etc. If you do not receive this information a bid or proposal may not be responsive to the requirements of the solicitation.

VTA publishes all solicitation information in the online Procurement site. Companies or individuals wishing to receive notification of relevant solicitations, or to subscribe as Prospective Vendor for solicitations can do so through this online system. Most support documents are available for download through this system, making this the most convenient way to subscribe to and track VTA solicitations. Registration is easy from the [VTA Procurement Registration page](#).

Step 4

Vendor Settings

Enter your email address to either sign up as a vendor or verify if you have already been signed up. After you click the "Check" button:

1. If you are not a registered vendor you will be presented with a form to fill out and submit. After you click the "Submit" button, and verification email will be sent to the email address used. It is very important that you **complete the sign up process** by opening the email and clicking the "Verification" link on the email.
2. You will be notified if the email is already registered, and provided a button to "Resend Vendor Information". Once clicked, an email with vendor information will be emailed. The email will also include a link to use if you need to update the vendor information.

Vendor Registration/Update Form

* Email Check

Enter email address and click Check



Register to be a Vendor (continued)

Step 5

Vendor Registration/Update Form

*Email

A vendor with this email address already exists.

Result of entering email address and clicking on Check

Step 6

To complete your registration, please use the verification link below. If your email client does not support our verification link, proceed by either of the following two methods:

- 1) Copy the full "Verification link" and paste it into the address field of your browser. Hit "return" (or "enter").
- or
- 2) Contact VTA CAMM at (408) 321-7170 and ask to be confirmed as a vendor.

If you do not wish to be a registered vendor in the VTA online procurement system, you may ignore this mail.

Thank you,

VTA Procurement, Contracts and Materials Management

Verification Link:

<http://www.vta.org/about-us/procurement/vendor-settings?vid=YTBVOTAwMDAwMGI4PzESTUFE&action=Confirm>

Click on verification link



What happens after registration?

You will receive notice of a bid opportunity, determine if it is of interest to you. Review scope completely.

If you are interested in the solicitation, indicate it in the email

Call procurement staff listed in the solicitation if you have any questions

If you submit a bid and are not successful, get feedback from the procurement staff. Debrief appointments are provided.

If at first you don't succeed, try, try again!



QUESTIONS?





BID OPPORTUNITIES

Bookmark our [site](#) to find solicitations!

RFP-PRO-FY18-0060	Reference Lab Order and Result Interface RFP   	County of Santa Clara	California	Nov 09, 2017 3:00:00 PM PST	1 day, 1 hr	
ITB-FAF-FY18-0097	Carpentry Services ITB   	County of Santa Clara	California	Nov 13, 2017 3:00:00 PM PST	5 days, 1 hr	
ITB-FAF-FY18-0099	Plumbing Services ITB  	County of Santa Clara	California	Nov 13, 2017 3:00:00 PM PST	5 days, 1 hr	
RFP-BHS-FY18-0068	SAMHSA Substance Use Outpatient Services RFP   	County of Santa Clara	California	Nov 13, 2017 3:00:00 PM PST	5 days, 1 hr	
RFP-PRO-FY18-0033	Banknote Security Paper RFP   	County of Santa Clara	California	Nov 13, 2017 3:00:00 PM PST	5 days, 1 hr	
RFP-BHS-FY18-0071	Behavioral Health Criminal Justice Treatment Services and Transitional Beds RFP   	County of Santa Clara	California	Nov 14, 2017 3:00:00 PM PST	6 days, 1 hr	
RFP-RDS-FY18-0090	Ecological & Environmental Consulting Services for Bridge Nos. 37C0574& 37C0575 RFP   	County of Santa Clara	California	Nov 15, 2017 2:00:00 PM PST	7 days	
RFQ-FAF-FY18-0092	Juvenile Hall Water Softener Replacement RFQ  	County of Santa Clara	California	Nov 16, 2017 3:00:00 PM PST	8 days, 1 hr	



<https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/BidOpportunities/Pages/default.aspx>

REGISTER TO DO BUSINESS WITH COUNTY OF SANTA CLARA



<http://www.bidsync.com/>



<http://sccgov.supplier.ariba.com/register>



No fees for registration or participation in
SCC-issued solicitations



SUMMARY POINTS

**Actively participate in
Vendor Outreach events**

Learn the Landscape



Stay Connected

- Register in both BidSync and Ariba
- Maintain Company Profile
- Add Users
- Update Commodities

QUESTIONS?

Procurement Contacts & Policies

[Contact & Commodity Assignment List](#)

[Policies on Contracting and Bidding](#)

Vendor Outreach

PRC-VendorOutreach@prc.sccgov.org

To download Vendor Outreach Material

[Vendor Outreach Material](#)

Stay
Connected

Vendor Registration

[BidSync Registration](#)

[Ariba Self-Registration Guide](#)

[Vendor Guide](#)

SCC Agencies & Departments

[Agencies and Departments](#)

Procurement Department
2310 North First Street, Suite 201
San Jose, CA 95131
(408) 491-7400
[Procurement Department Website](#)