INTRODUCTION TO GOVERNMENT CONTRACTING

WORKING WITH THE CITY OF LAKE FOREST

TOPICS

- □ City Overview
- Connecting with Lake Forest
- □ Accessing Lake Forest RFPs/RFBs
- Submitting a Proposal
- Submitting a Bid

City Overview

Lake Forest is a conglomerate and a contract city.

- Lake Forest is in a variety of "businesses"
 - Marketing
 - Leisure and entertainment
 - Building and construction
 - Maintenance
 - Regulatory
 - Administrative

Connecting with Lake Forest

How do I get on the City's radar?

As outlined in the City's Purchasing and Contract Guidelines

- Vendor list
 - Name
 - Address
 - Contact information
 - Type of business/product (but no promotional materials)
- Contact a department directly
 - Phone
 - Email
 - May provide promotional materials

Connecting with Lake Forest

How do I find out about the City's RFPs and RFBs?

- □ Current RFPs/RFBs
 - City website
 - www.lakeforestca.gov/proposals
- □ Future RFPs/RFBs
 - Annual Operating Budget
 - www.lakeforestca.gov/budget
 - Capital Improvement Project
 - www.lakeforestca.gov/budget

Submitting a Proposal

Tips for developing a strong proposal.

Read the entire RFP and follow the instructions.

- Basic information
 - Proposal schedule
 - Procedure for submitting
- Content and sequence
 - Allocation of resources
 - Scope of work
 - References
 - Separate, sealed cost proposal

Submitting a Proposal

Tips for developing a strong proposal.

Read the entire RFP and follow the instructions.

- Appendix A
 - Agreement for consultant services
- Appendix D
 - Evaluation procedures
 - Written proposal
 - Oral presentation/interview
 - Cost proposal evaluation
 - Final selection

Submitting a Bid

A contract must be awarded to the "lowest responsive, responsible bidder."

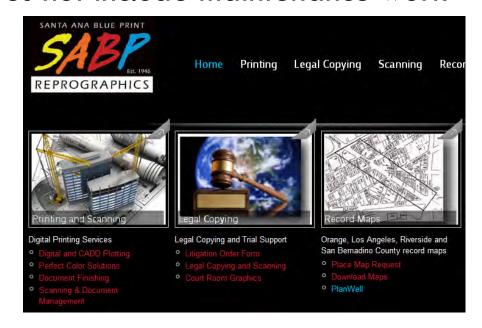
- Public projects
 - Examples include construction, renovation, demolition, painting, or repair of any publicly owned, leased or operated facility
 - Does not include maintenance work
- Bid process often includes a mandatory, pre-proposers meeting

Submitting a Bid

In addition to the City's website, bid notices can also be found in trade journals such as eBidboard. Plans are also posted at Santa Ana Blueprint Public (SABP) Planroom.

Pre-proposers meetings are often mandatory in the bid process.

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 - Does not include maintenance work





Thank you for your interest in working with Lake Forest

Debra D. Rose

Deputy City Manager/Director of Management Services

drose@lakeforestca.gov

949/461-3422