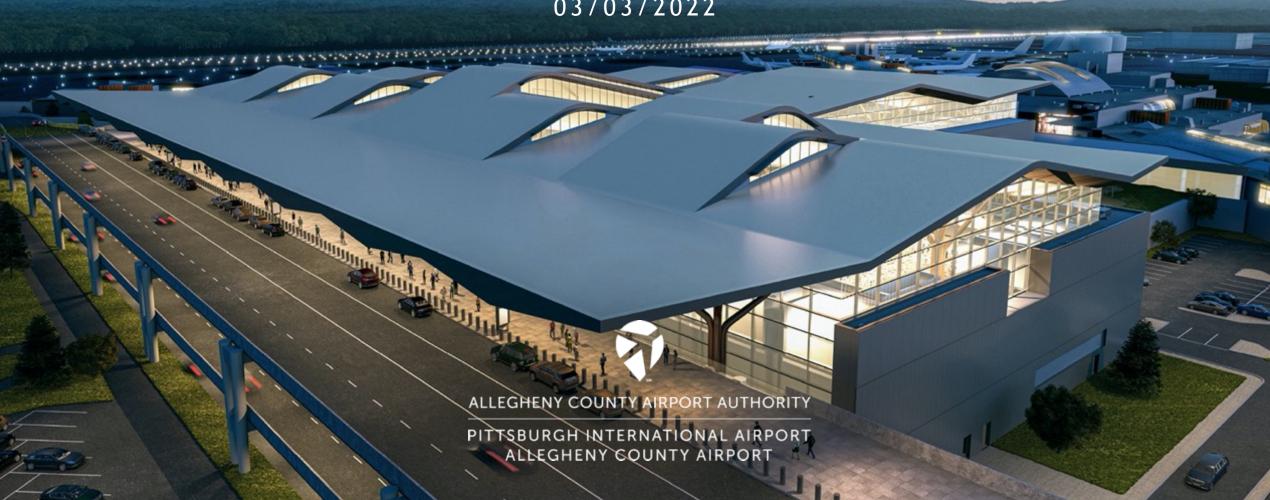
Best Practices for an Effective Proposal and Presentation 03/03/2022



Request For Proposals-Capital Projects & Professional Services

CAPITAL PROJECTS

- Construction projects-Invitation to Bid
- Public Bidding Process
- Lowest Responsive Bidder-14% DBE Goal
- Must following instructions to be considered responsive

PROFESSIONAL SERVICES

- Request for Proposal-Not an invitation to bid
- Invitation to Negotiate
- Not subject to Public Bidding regulations, including DBE Goal
- Must follow Instructions to be considered responsive

Request For Proposals-Proposal Preparation

CAPITAL PROJECTS

- Review the deadlines
- Review the platform/process for submitting Bids
- Review the Bid/Proposal requirements
- Must following instructions to be considered responsive
- All prospective bidders are required to execute the Bid Schedule, Bid Bond, Proposal, NonCollusion Affidavit, Non-Segregated Facilities Form, Status of Contracts on Hand, the Letter of Assent, adhering to the Allegheny County Project Stabilization Agreement, Bidder's Understanding of Conditions Applicable to Proposal, EEOC Compliance Form, NonDiscrimination Certification, Lobbying Certification Form, Contractor's Experience Questionnaire, the DBE Certification form and documentation, and Public Works Employment Verification Form, which are all included within the proposal of each respective project; otherwise, the bid could be rejected

PROFESSIONAL SERVICES

- Proposal should be customized to Requestor
- Showcase your firm
- Highlight how you will provide outstanding service to the Requesting organization
- Tell Audience why your firm should be chosen
- Use spell check

Request For Proposals-Presentation Preparation

CAPITAL PROJECTS

- No follow-up presentation/Interview
- May be asked for more documentation
- ACAA Board of Directors must approve Award

PROFESSIONAL SERVICES

- Presentation should be customized to Audience
- Showcase your firm's diversity
- Be very specific about how your firm can provide the requested service
- Tell Audience why your firm should be chosen over other candidates
- Practice your oral presentation



Websites To Remember

- Flypittsburgh.com
- PITtransformed.com
- BlueskyPit.com





