

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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The screenshot shows the website for Santa Ana Blueprint Public (SABP) Reprographics. The header includes the company name and logo, along with navigation links for Home, Printing, Legal Copying, Scanning, and Records. Below the header are three main service categories, each with a representative image and a list of services:

- Printing and Scanning**: Digital Printing Services
 - Digital and CADD Plotting
 - Perfect Color Solutions
 - Document Finishing
 - Scanning & Document Management
- Legal Copying**: Legal Copying and Trial Support
 - Litigation Order Form
 - Legal Copying and Scanning
 - Court Room Graphics
- Record Maps**: Orange, Los Angeles, Riverside and San Bernadino County record maps
 - Place Map Request
 - Download Maps
 - PlanWell



Thank you for your interest in working with Lake Forest

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