



PRINCE WILLIAM
Procurement Services

Boost Your Business on Local Budgets

Doing Business with Prince William County

Shana N. Terry, CPPB, VCCO, VCO

Shana is the Lead Procurement Officer with Prince William County Procurement Services. In her role as Lead Procurement Officer, Shana oversees the Capital Procurement Process for all of the County's Capital Projects. Shana has over twenty years of procurement experience in the public/private sector.

Keishla Perez, MPA, CPPB, VCA

Keishla is a Capital Procurement Officer with Prince William County Procurement Services. In her role as a Capital Procurement Officer, Keishla manages various Capital Procurement solicitations to include Transportation, Facilities Construction and Parks Capital Projects. She has experience working in both Local (City & County) as well as State procurement offices. She received her Masters of Public Administration as well as her Graduate Certificate in Public Procurement and Contract Management from Old Dominion University.



General Information

Prince William County Government relies on local businesses and companies throughout the nation to support its mission. With annual expenditures of more than \$300 million for supplies and services, the County is proactive in its efforts to solicit companies of all sizes to serve as business partners. To discover what opportunities exist for your business, visit pwcgov.org/bid to view information such as:

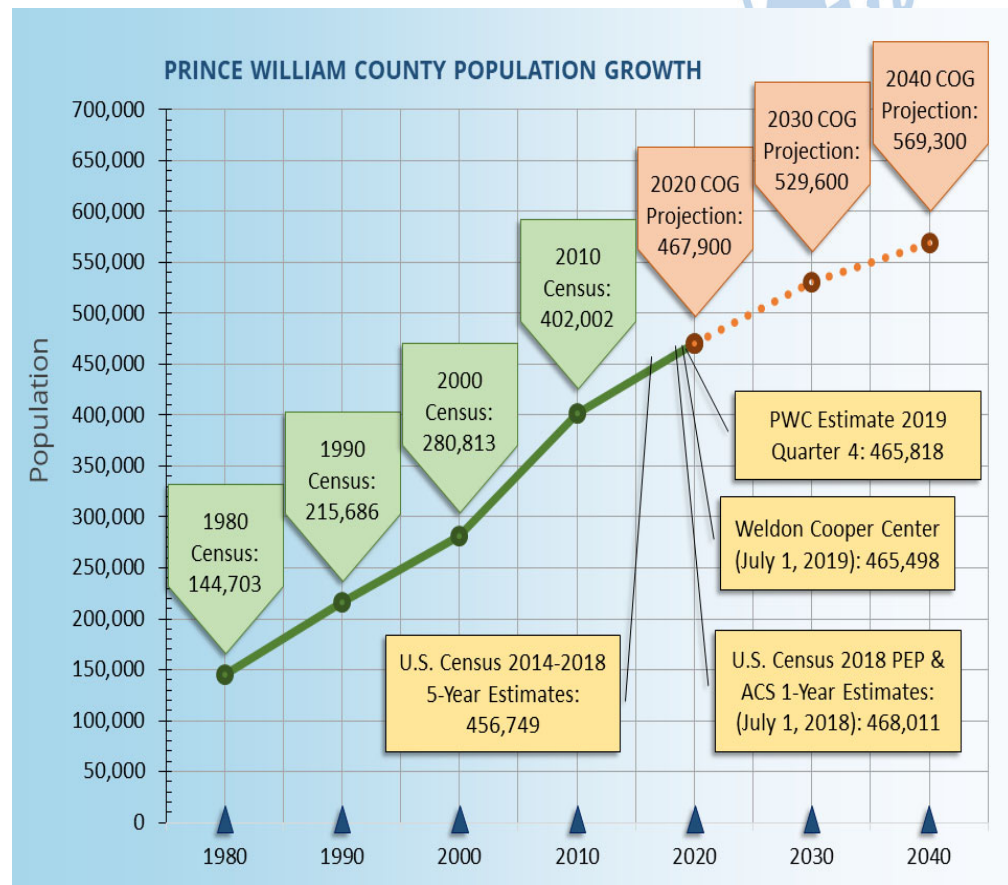
- Business Opportunities (Solicitations)
- Vendor Registration
- Contract Awards
- Bid Results
- Term Contracts
- Procurement Regulations

Call (703) 792-6770 for assistance using the website

Supplies and Services Routinely Purchased By The County Include:

- Architect/engineer
- Services Library Supplies
- Audio visual equipment
- Moving Services
- Auto parts
- Office
- Equipment/Machinery
- Banking Services
- Office Supplies
- Building Services Chemical
- Oils/lubricants
- Clothing/Uniforms
- Paving Services
- Communication Systems
- Printing supplies/services
- Computer Hardware
- Quarry supplies
- Computer Software
- Radios
- Computer Supplies
- Renovation services
- Consulting Services
- Road construction
- Construction Equipment
- Security Services/Equipment
- Electrical Supplies
- Signs
- Emergency medical items
- Tires/tubes
- Furniture
- Tools
- Janitorial supplies/services
- Training
- Laundry services
- Vehicles

- **Prince William County (PWC)** encompasses a total area of 348 square miles and includes independent cities and towns, state and federal park properties, and Quantico Marine Corps Base.
- **Population size of 463,867 (2019)**
- **Approximately 3600 employees work in more than 30 County departments.**
- **PWC Procurement Services currently holds approximately 650+ active contracts.**
- **County is AAA Bond Rated from all three credit rating agencies, and the County utilizes various types of funding to include:**
 - **General Funds**
 - **Local, State, and Federal**
 - **Grants**
 - **Bonds**



Please note that The PWC Public School System and Service Authority each have their own independent procurement departments. Specific information can be obtained by contacting the following:

PWC Service Authority
(703) 791-8743

PWC School System
(703) 335-7900



Overview of Prince William County Procurement Policies

The Prince William County Procurement Regulations require the County to compete its requirements, to the maximum practicable extent, giving all qualified firms an opportunity to compete on an equitable basis to ensure the County receives the best value.

All solicitations valued at \$30,000 or more for supplies and services are posted at pwcgov.org/bid. The solicitation documents can be downloaded from that site. Some bid opportunities may be advertised in local newspapers.

Formal procurements estimated to be more than \$100,000 are made competitively by one of the following:

1. **Sealed Bids:** An Invitation for Bids (IFB) is issued describing the supplies or services and asking for bids due on a specific date. All bids are opened at a formal, public bid opening and a bid tabulation is posted on the website. Award is made to the lowest responsive and responsible bidder.
2. **Proposals:** A Request for Proposal (RFP) is issued describing the supplies or services and how the County will evaluate the proposals submitted. The evaluation may involve discussions and negotiation. Award is made to the firm that offers the best overall value to the County.

For purchases valued at more than \$30,000 and less than \$100,000 for supplies and services, Procurement Services issues a Request for Quotation (RFQ). At least three firms shall be contacted to submit a quote.

Purchases under \$30,000 are made directly by the Using Department.

Prince William County does not currently have a SWAM or DBE set aside program.



PRINCE WILLIAM

Procurement Services

County Departments

GENERAL GOVERNMENT

BUDGET
EXECUTIVE MANAGEMENT
FINANCE
HUMAN RESOURCES
HUMAN RIGHTS OFFICE
INFORMATION TECHNOLOGY

COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT
DEVELOPMENT SERVICES
PARKS, RECREATION & TOURISM
PLANNING & ZONING
PUBLIC WORKS
TRANSPORTATION

GENERAL FUND SUPPORTED STATE & LOCAL AGENCIES NOT UNDER THE DIRECTION OF THE BOARD OF COUNTY SUPERVISORS

ADULT DETENTION CENTER			
COURT SYSTEM			
ELECTIONS	HEALTH DEPARTMENT	LIBRARY	VIRGINIA COOPERATIVE EXTENSION

PUBLIC SAFETY

CRIMINAL JUSTICE SERVICES
FIRE & RESCUE
POLICE
PUBLIC SAFETY COMMUNICATIONS

HUMAN SERVICES

AREA AGENCY ON AGING
COMMUNITY SERVICES
HOUSING
SOCIAL SERVICES

OTHER LOCAL ELECTED OFFICES RECEIVING GENERAL FUND SUPPORT

COMMONWEALTH'S ATTORNEY	SCHOOL BOARD	SHERIFF
CLERK OF THE COURT		



PRINCE WILLIAM COUNTY
FINANCE DEPARTMENT
PROCUREMENT SERVICES

4360 Ridgewood Center Drive (RW562), Woodbridge, VA 22192
 (703) 792-6770 - FAX (703) 792-4611

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 703-792-6770

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Lead Procurement Officer

sterry2@pwcgov.org
 703-792-7233

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Lead Procurement Officer

ebukva@pwcgov.org
 703-792-4661

MAEN ABU HAMDAN VCA 703-792-6793 mabuhamdhan@pwcgov.org PROCUREMENT OFFICER	TRANICE ALLEN 703-792-4184 tallen5@pwcgov.org PROCUREMENT OFFICER	TRACIE HARRELL 703-792-6764 tharrell@pwcgov.org PROCUREMENT OFFICER	VACANT 703-792-6773 CAPITAL PROCUREMENT OFFICER	TERESA MACWELCH CPPB, VCO, CJP Assoc. 703-792-7931 tmacwelch@pwcgov.org CAPITAL PROCUREMENT OFFICER	LORNA MOONE MBA, VCA 703-792-6772 lmoone@pwcgov.org PROCUREMENT OFFICER	KEISHLA PEREZ MPA, CPPB, VCA 703-792-6776 kperez@pwcgov.org CAPITAL PROCUREMENT OFFICER	MOHAMMAD SIDDIQI MBA, VCA 703-792-6794 msiddiqi@pwcgov.org PROCUREMENT OFFICER
Facilities & Fleet Management • Director's office • Buildings and Grounds • Fleet Management • Property Management Parks, Recreation, Tourism (DPRT) • Recreation Services • Maintenance & Oper. Library Commonwealth Attorney	Adult Detention Center Police Department Public Safety Comm Sheriff's Office Clerk of the Court Criminal Justice Services Magistrates Office	Fire & Rescue System Virginia Cooperative Extension Juvenile Court Services Unit Circuit Court Juvenile & Domestic Court General District Court	Public Works • Solid Waste • Environmental Services • Neighborhood Services • PW Director's Office Facilities & Fleet Management • Facilities Construction	Parks • Planning • Design • Construction Management • Engineering Planning Office JOC	Finance Human Resources Economic Development Board of County Supervisors Executive Management County Attorney Management & Budget	Transportation Development Services	Information Technology Community Services Social Services Housing & Community Dev Agency on Aging Human Rights Commission Employee Advisory Committee PW Health District

Mercy Adjei-Poku, Administrative Specialist
 703-792-6770 madjei-poku@pwcgov.org

Email: procurement@pwcgov.org
 Website: pwcgov.org/bid

Mike Clark, Procurement Card Manager
 703-792-4442 mclark@pwcgov.org
Lauren Lockhart, Procurement Card Administrator
 703-792-6771 LLockhart2@pwcgov.org

How To Do Business With Prince William County



01

Market Your Business

Send your statement of qualifications and any existing cooperative contracts that you hold with another agency to procurement@pwcgov.org

and ask that it be shared with the appropriate departments. Explore the Prince William County Government organizational chart at pwcgov.org/bid

02

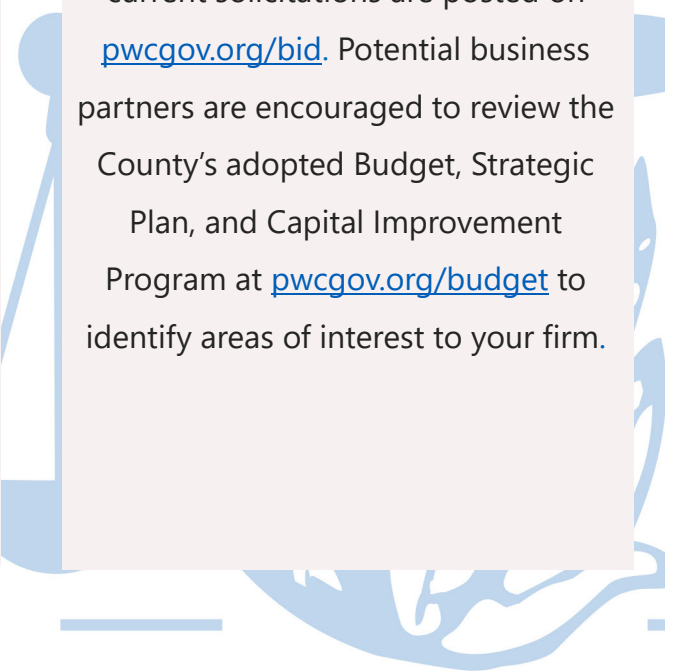
Become a Registered Vendor

Go to pwcgov.org/bid and register your Business as a vendor in our iSupplier system. Registered vendors are notified when a solicitation matching their commodity code is posted.

03

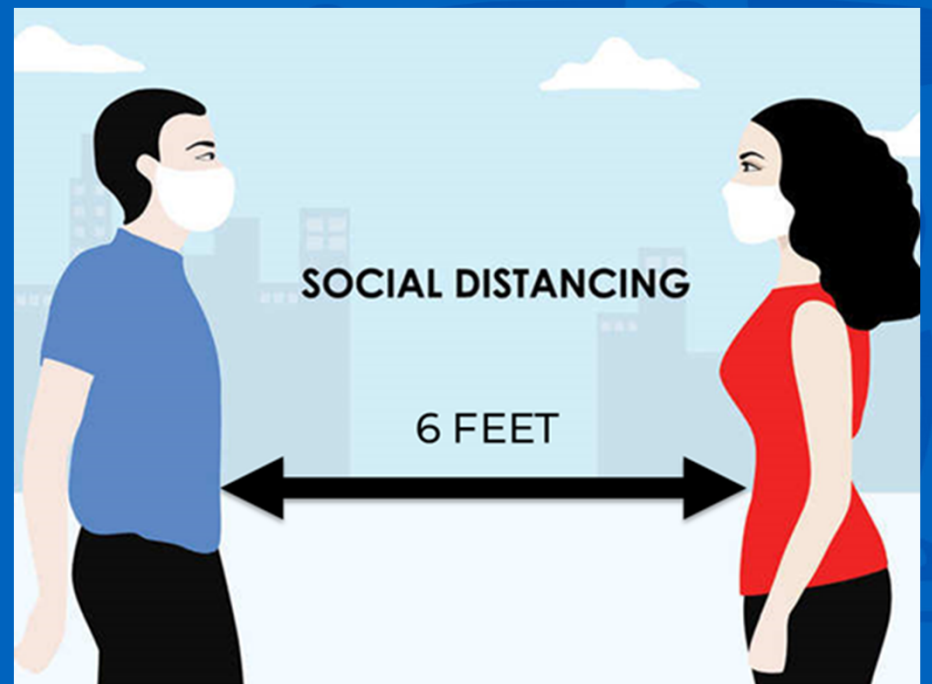
Explore the PWC Website

Upcoming bid opportunities and current solicitations are posted on pwcgov.org/bid. Potential business partners are encouraged to review the County's adopted Budget, Strategic Plan, and Capital Improvement Program at pwcgov.org/budget to identify areas of interest to your firm.



COVID-19's Impact On County Processes

- Procurement Services staff is currently working remotely. Virtual meetings are preferred but in person meetings can be accommodated if necessary.
- All in person meetings must be scheduled in advanced and all CDC guidelines in regards to social distancing must be followed.
- To limit exposure and ensure the safety of both the Procurement Staff and vendors, the bidding process had been changed to limit unnecessary in person interactions and adapt to the current remote work environment.
- Increased procurement activities due to CARES Act funding.



Current Bidding Process



- All solicitations over \$30,000.00 shall be posted on the Prince William County Procurement Services website, pwcgov.org/bid under open solicitations.
- All Bids shall be submitted electronically. Bids will only be accepted through our iSupplier system and must be submitted by the specified due date and time. Mailed, hand delivered, and emailed bids will not be accepted unless specifically noted in the solicitation.
- Potential bidders are required to create an iSupplier account in order to submit a bid. Approved suppliers may receive notice of solicitations that fall within the selected capabilities.

**Please note that due to legal and security issues, each supplier must complete their own online registration at our secure website. Each supplier will create a User ID and Password and make any future changes to their information in our database.*

- Most pre-bids/pre-proposal meetings will be held virtually. Those that cannot be held virtually shall follow CDC guidelines. See solicitation documents for pre-bid/pre-proposal instructions.
- All Bid Openings will be held virtually, the virtual meeting information to include a link will be included in the solicitation. Bid tabulations will be posted to the website following the bid opening.

**Please note that the use of streaming video for bid openings is provided as a convenience for bidders. Should the streaming link access be unavailable or fail during a bid opening, it does not nullify the validity of the process or results.*



PRINCE WILLIAM
Procurement Services

Procurement Services Website Walkthrough





Open Solicitations

Current procurement opportunities for goods or services.

[View Open Solicitations »](#)



County Contracts

Current active contracts. Contracts are subject to change.

[View County Contracts »](#)



Bid Results

Bid results received by Prince William County in response to invitations for bids.

[View Bid Results »](#)



Cooperative Contracts

Contracts being utilized by the county that were awarded by other public entities.

[View Cooperative Contracts »](#)



Instructions for Bidders

iSupplier program provides vendors an opportunity to submit bids and quotes online.

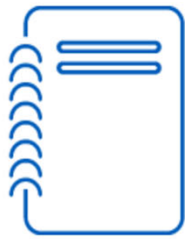
[View Instructions »](#)



Upcoming Opportunities

Anticipated Procurement Opportunities

[View Opportunities »](#)



Resources

[Reverse Trade Show](#)

[Local Cooperation](#)

[Internet Auction Services for County Surplus, Seized,
and Unclaimed Property](#)

[Procurement Services Staff](#)



PWC Procurement Regulations

[PWC Procurement Regulations](#)

Public Notices

[Planholders Lists](#)

[Shortlists](#)

[Debarred Vendors](#)

[Intent To Award](#)

[Sole Source Purchases](#)

[Emergency Purchases](#)

[Notices Of Award](#)

[PPTA/PPEA](#)

[Other Public Notices](#)



Prince William County - Vendor Registration/Login

The Prince William County Purchasing Regulations require that all firms register with the County prior to receiving a contract award. An approved vendor may receive notice of solicitations that fall within the selected capabilities.

If you have any questions/problems with vendor registration please contact the Prince William County Vendor Team at 703-792-8060 or via email financevendorrequests@pwcgov.org

Due to legal and security issues, each vendor must complete his/her own online registration at our secure website. Each vendor will create an User ID and Password and make any future changes to their information in our database.

Vendor Login

If you are already a Prince William County Vendor,

(*)Please make sure to use Internet Explorer

Please click the "Vendor Login" button to log in:

[Vendor Login »](#)

[Instructions to update supplier contacts](#)

Vendor Registration

If you are not yet a Prince William County Vendor,

(*)Please make sure to use Internet Explorer

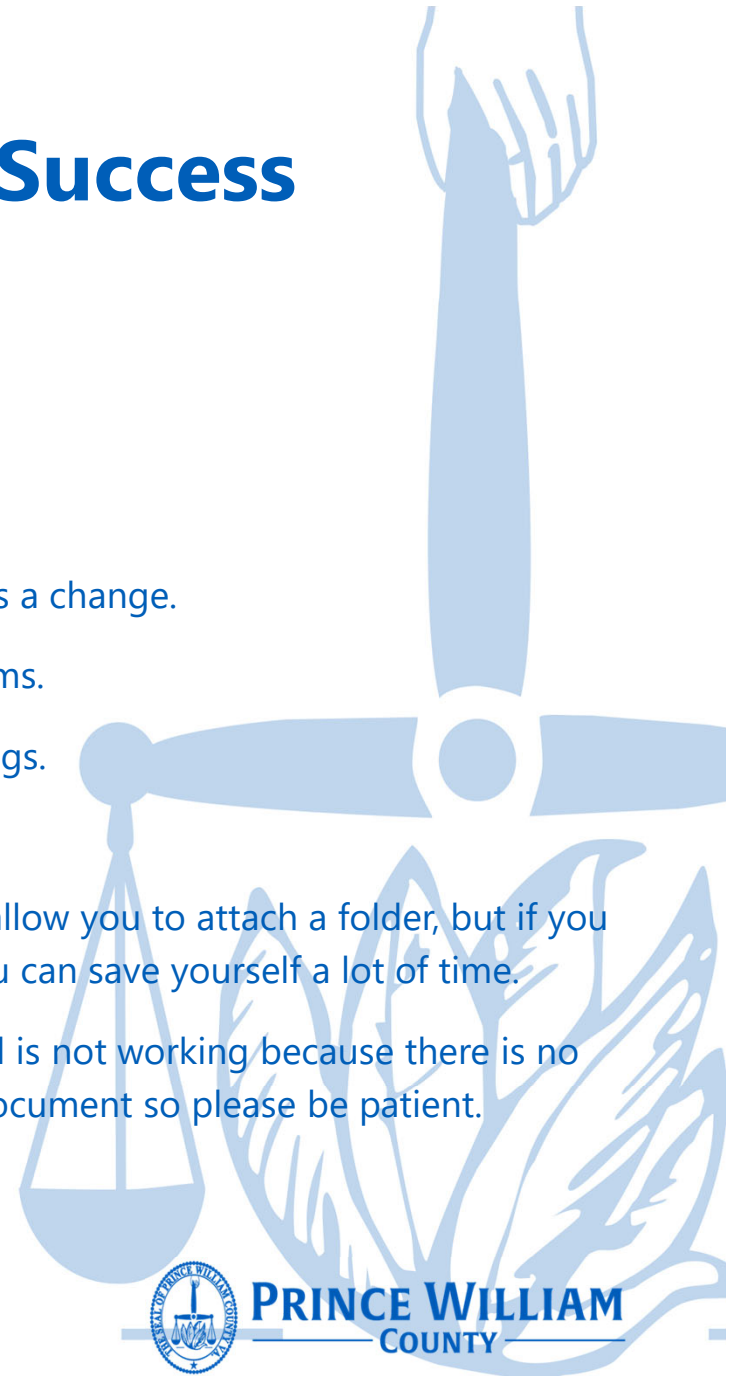
Please click the "Vendor Registration" button to register as a new vendor:

[Vendor Registration »](#)

[Instructions to prospective supplier registration](#)

Tips and Tricks for Success

- Become a registered vendor in our iSupplier System.
- List all commodity codes that your company can provide.
- Use a central email address when registering your company.
- Update your company information in iSupplier whenever there is a change.
- Routinely check the website for open solicitations and addendums.
- Review County budget, Strategic Plan and monitor BOCS meetings.
- Do not wait until the last minute to submit your bids.
- If you are submitting multiple attachments, our system will not allow you to attach a folder, but if you put the files into a zip folder it counts it as one document so you can save yourself a lot of time.
- If you are attaching a large file it may appear as if the file upload is not working because there is no loading indicator, but the system is working on uploading the document so please be patient.



PRINCE WILLIAM
COUNTY

Q&A



Important Links and Contacts

- Procurement Services Website: www.pwcgov.org/bid
- Board of County Supervisors: www.pwcgov.org/government/bocs/Pages/Meeting-Room.aspx
- FY21 Budget: www.pwcgov.org/government/dept/budget
- Strategic Plan: www.pwcgov.org/government/dept/budget/Pages/Strategic-Plan-Detail.aspx
- Procurement Services Office: (703) 792-6770 or procurement@pwcgov.org
- Prince William County Vendor Team: 703-792-8060 or financevendorrequests@pwcgov.org
- PWC Economic Development : www.pwcded.org/

